

# Return to Learn

2020-2021 COVID-19 Response

Updated 8/10/2020

## Chouteau-Mazie Public Schools

It is the intention of Chouteau-Mazie Public Schools for all students to return to learning in the 2020-2021 school year safely. We are excited to see our students on campus, as well as through our blended and virtual learning formats.

The Chouteau-Mazie Public Schools (CMPS) Return to Learn Plan addresses four areas as per the Oklahoma State Department of Education: School Operations; Academics & Growth; Whole Child & Family Supports; and School Personnel. Within each area, procedures are discussed with the understanding that conditions for each area are subject to revision depending on the changing circumstances related to COVID-19.

The CMPS Return to Learn Plan is based on two guiding principles:

1) Limit the exposure where possible, and 2) Learning must remain constant. This plan will be flexible and reassessed continually as conditions change. Everyone should prepare for disruption in the 2020-2021 school year.

It will be a year unlike any we have experienced. CMPS is doing its best to establish protocols for students, staff, and families to maintain stability in both guiding principles, however, advice from health professionals continues to develop and change. We will rely on each family to conduct a self-assessment each morning before sending children to school following the self assessment checklist:

#### Checklist

Have you been within six feet or had direct contact with a lab-confirmed or suspected case of COVID-19 in the past 14 days?  YES  NO

If you answered "YES," DO NOT COME TO CAMPUS. Employees should call your supervisor.

Symptoms: Do you have 2 or more of these symptoms?

- Fever (Please check your temperature daily before coming to campus. Temp should be less than 100.3° F/38°C).
- New cough
- New shortness of breath or difficulty breathing
- New chills
- New muscle aches
- Sore throat
- Headache
- Diarrhea
- New loss of taste or smell

If you have any of these symptoms, speak to your health care professional and employees must call your supervisor. Stay home and DO NOT COME TO CAMPUS until at least 72 hours after you are free of fever and symptoms of respiratory infection (not allergies or asthma), without the use of fever-reducing medications. This applies regardless of whether you have been tested for COVID-19.

Severe symptoms--If you have any of the severe symptoms, CALL 911, DO NOT COME TO CAMPUS.

Are you struggling to breathe or fighting for breath even while inactive or when resting?

YES  NO

Do you feel as though you might collapse every time you stand or sit up?

YES  NO

PLEASE NOTE: If you are in an emergency medical situation, call 911 or your local emergency number. Employees should not discuss personal medical history with supervisors. Calls to supervisors are to notify them that the employee will be out sick.

Parents will be required to acknowledge the responsibilities and risks of sending your child back to school by agreeing to conduct home self-assessments on a daily basis. Parents are not required to turn in checklists at school sites. However, parents will be reminded regularly about completing the checklist at home before sending children to school. **Temperatures may be taken at the entry point of school buildings each day, and throughout the day as deemed necessary by school health personnel and administration.**

The effectiveness of this plan relies strongly on each individual's personal responsibility to monitor his or her health. Coming back onto campus will mean students and staff may

be unintentionally exposed to the COVID-19 virus at some time. CMPS is strongly encouraging routine daily self-assessments for individuals before coming onto campuses to include temperature and symptom checks. Because keeping our community healthy relies heavily upon self assessment, we are recommending individuals wear a face covering while indoors and by staying home if experiencing symptoms.

## **School Operations**

CMPS will operate under three scenarios for the 2020-2021 school year:

*Scenario 1-* School will resume as normal with protocols in place for social distancing and limiting exposure for students and staff as much as possible. Choices for Learning Pathway options for families including: Traditional Learning, Blended Learning, and Fulltime Virtual Learning are discussed in the Academics & Growth Section see page 9. (Possibility of change to incorporate the recommendations of the Oklahoma State Department of Education, CDC, Oklahoma Department of Health, or other health authorities.)

*Scenario 2-* Short term, temporary closure (3 days or less) of a portion of the district, site, or building, because of community spread of COVID-19 or any contagious illness. Affected students will move to at home distance learning for the period of the closure.

*Scenario 3-* Distance learning at home for all students for closures longer than 3 consecutive days. School buildings will be open to teachers and staff for the purpose of teaching and assisting students with distance learning. Teachers and staff will be required to maintain social distancing following CDC recommendations. Students and parents may only access buildings by appointment with the site administrator.

In the event of community spread CMPS will determine the course of action necessary for the district, site or building. The options will include, but not be limited to:

- Quarantine of faculty member or student
- Quarantine of isolated campus or building
- Short term shutdown and move to distance learning.

**See Exposure Chart and Screening Chart in Appendix A**

## COVID-19 Assessment Considerations/Actions

Scenario	Action	Communication
A student/staff member has a temperature of 100.4 or higher (at school or at home)	<p>Student/staff member will be sent home until the following conditions are met: Fever free for 24 hours without any fever reducing medication</p> <p>Site remains open</p>	No communication needed at this time
<p>A student/staff member tests positive for COVID 19</p> <p>OR</p> <p>Low attendance rates due to illness or student/staff member presents with 2 or more COVID 19 symptoms</p>	<p>Health Department will be notified and contact tracing will begin if affected person consents to "AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION ("PHI")" Appendix B</p> <p>CMPS will determine action needed for the district, site, or building. The options will include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Quarantine of student(s) staff member(s)</li> <li>● Quarantine of isolated classroom, or group</li> <li>● Short term school shutdown, minimum of 3 days and move to distance learning</li> </ul> <p>All other grade level actions will be dependent on contact tracing</p>	<p>After contact tracing has been established, parents of those students who are identified as a close contact will be notified as soon as possible.</p> <p>Applicable staff will be notified</p> <p>The individual who tested positive will not be identified in any way during communication to the community. The health department will be contact if affected person consents to "AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION ("PHI")" Appendix B</p>

## School Calendar

The revised school calendar, approved by the school board in July 2020, is designed to limit exposure to the virus and allow district staff to make adjustments to COVID-19 related virtual learning needs. Because we must plan for possible multiple day disruptions during the school year, we are implementing Virtual Fridays the first Friday of the month from September and October as a way to acclimate students, staff, and parents to virtual learning at home. Virtual days will allow us to

- Limit exposure to the virus
- Practice virtual learning in case of an extended closure due to exposure
- Provide additional cleaning
- Provide additional time for teacher professional development

# Chouteau-Mazie Public Schools

July 20						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 2020-2021 Academic Year Calendar

August 20						
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September 20						
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October 20						
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November 20						
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December 20						
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January 21						
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31						

February 21						
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28						

March 21						
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April 21						
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24	25	26	27	28	29	30

May 21						
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23	24	25	26	27	28	29
30	31					

June 21						
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27	28	29	30			

July 21						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Dates

Aug 10-14	PD 8 am-3pm
Aug 11-14	Meet the Teacher K-4
Aug 17	☺ First Day of School
Sep 4	Virtual Instruction Day (at home)
Sep 7	No School-Holiday
Oct 2	Virtual Instruction Day (at home)
Oct 12	2nd Quarter begins
Oct 13	P/T Conf 3pm-6pm
Oct 14	P/T Conf 8am-11am
Oct 14-16	No School-Fall Break
Nov 23-27	No School-Thanksgiving Break
Dec 21-Jan	No School-Christmas Break
Jan 4	3rd Quarter Begins
Jan 22	Virtual Instruction Day (at home)
Feb 15	No School-Holiday
Mar 8	4th Quarter Begins
Mar 11	P/T Conf 3pm-6pm
Mar 12	P/T Conf 8am-11am
Mar 12-19	No School-Spring Break
May 13	☺ Last Day of School
May 14	Senior Graduation

2	Parent Teacher Conference
5	Professional Development
170	Instructional Days

School Hours 8:00 am- 2:55 pm

☐	Parent Teacher Conference
☐	Quarter Begins
☐	Professional Development
☐	Holiday/Break
☐	Virtual Instruction Day (at home)

Calendar Template © 2016 Vertex42.com

## Face Coverings

The goal of Chouteau-Mazie Public Schools is a safe learning environment for all students, faculty, and staff. Due to recent guidance changes from the Oklahoma State Department of Education it is necessary to make the following revision to our Return to Learn Plan.

When community spread is occurring and social distancing is not possible, all faculty and students in grades 4-12 will wear a face-covering.

Face coverings will **not** be required when a student is:

Outside

At recess, PE, or Athletics

While eating in the cafeteria

Seated in their classroom, or

Anytime social distancing is possible.

We highly encourage PK-3rd grade students to wear a face covering when social distancing is not possible.

We highly encourage staff, students, and parents to wear face coverings on all campuses. CMPS will provide face coverings for all school staff and the first face covering for all students, and will make available additional face coverings as needed. Face coverings will not be required where there is no evidence of community spread and social distancing is possible. CMPS will monitor the changing conditions of COVID-19, and our policy may change under advisement of health officials.

CDC guidelines provide scientific reasons why wearing face coverings can help limit the spread of the virus. COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths). Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations.

Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be made from household items. (CDC, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).

### **Cleaning, Schedules and Protocols**

CMPS uses EPA recommended cleaning products and CDC recommended disinfecting procedures. Increased cleaning and disinfecting measures will be implemented in the following areas:

#### *Bathrooms*

● Additional sanitization using disinfecting sprayers each day during the lunch period at the end of each day, and additional times throughout the day as deemed necessary.

### *Classrooms*

- Sanitized using a disinfecting sprayers midweek and at the end of each week
- Each classroom will have disinfectant spray for teachers to disinfect as needed
- Each classroom will have hand sanitizer for students and staff to sanitize hands in classrooms where soap and water are not available
- Where available, students will wash their hands with soap and water when entering the classroom
- Students and staff will limit the sharing of supplies, utensils, devices, toys, books and learning aids
- Classroom layouts will be designed to allow for social distancing when possible.
- Daily schedules will be determined at each school site to minimize exposure by allowing for social distancing.

### *Buses*

- Each bus will be cleaned and sanitized daily
- Students will be required to sit with their own household members
- If social distancing is not possible, students will wear face coverings while on the bus. Face coverings will be made available if needed
- Students will sanitize their hands with liquid sanitizer when entering the bus

### *Transportation*

Due to lack of bus drivers and the difficulty of creating multiple routes, we will not decrease the number of students riding the bus each day. Students will be encouraged to social distance on buses when possible by sitting with their own household members; however, parents should not expect 6 feet of space between riders on school buses.

To protect drivers and students while riding the bus we will:

- Increase ventilation on buses by lowering windows when weather allows
- Students will wear face coverings- if unable to social distance
- Bus drivers will wear face coverings
- Clean and disinfect buses daily

### *Cafeteria*

Social distancing will be implemented in all site cafeterias when and where possible. Each site will determine protocols including:

- Limiting the number of students in the cafeteria as schedules allow
- **Grab and Go meals** allowing students to eat in classrooms, gyms, or in open air areas
- Students will use hand sanitizers located at the beginning of the serving line
- Students will practice social distancing as much as space allows
- Serving lines will minimize contamination of food being served

### *Athletics and Extracurricular Activities*

Depending on the level of community spread, all athletics, electives and fine arts classes will continue as planned with extra measures taken to ensure the safety of students and staff. There may be limitations placed on the number of events, the number of people allowed to attend an event, limited access to performing areas, or other safety measures as needed. We will also follow the guidance from OSSAA. Procedures for athletics and extracurricular activities will be followed in conjunction with recommendations from OSSAA and our local health professionals. Information about practices and precautions will be posted through each activity's sponsor or department.

**Students participating in blended learning, and traditional learning are eligible to participate in extracurricular activities. Attendance and grading policies will be followed in accordance with the District Distance Learning Plan, Chouteau-Mazie Board of Education policy EHFD, and eligibility requirements as per the OSSAA. Full time virtual students will not be eligible to participate in extracurricular activities.**

### *Facility Use by Outside Organizations*

Facility use by outside organizations will be determined on a case by case basis. Consideration will be given for organizations able to commit to guidelines for limiting exposure to the COVID-19 virus. Additional cleaning fees may be required.

### *Boys & Girls Club*

Boys & Girls Club is the after school care program managed by Boys & Girls Clubs of Green Country. This program will follow the applicable procedures and protocols as directed by



CMPS. The only students who may attend must be enrolled in regular programming throughout the school year. For more information about Boys & Girls Club contact Kara McCartney at 918-864-6163.

#### *Campus &- Extra-curricular Activities Guests*

Campus guests will be limited to essential business (IEP Meetings, Scheduled Parent Meetings, etc) for access into school buildings during the 2020-2021 school year. All building guests will be required to follow the procedures below when entering buildings.

- Must wear face coverings when moving beyond the entry
- Must wash/sanitize hands when entering the buildings
- Must complete a self assessment checklist/temperature check if moving beyond the entry.

## **Academics & Growth**

Building upon our experience in the spring, CMPS is ready to deliver instruction to students both traditionally and virtually. We understand that an interruption in traditional schooling is a possibility and very likely. Although we can expect a disruption, consistent lesson delivery from CMPS teachers to students will remain strong either through traditional face-to-face schooling, or through distance learning at home. Google classroom will be the learning management system from Pre-K through grade 12. We have listened to our parents concerns and requests through the district survey via phone calls, and teachers and staff will be prepared to improve the virtual learning experience with Oklahoma Standards-based content and accountability. Grades and attendance will be monitored and reported during the 2020-2021 school year.

Achieving our core mission to educate children is a tremendous challenge during the COVID-19 public health crisis. CMPS is committed to keeping learning constant throughout the school year although we know we are likely to experience disruption due to possible positive diagnoses.

Our goals for the 2020-2021 year are to provide flexible learning pathways for families who may be impacted by health concerns either due to an individual who is immunocompromised or due to a short period where family members are experiencing COVID-19 related symptoms. For these reasons, we pledge to

- Deliver on standards based content through challenging and engaging lessons
- Provide necessary interventions and enrichment
- Respond to parent questions or concerns about their student's progress

### Learning Pathways

Students and parents will be able to choose one of three pathways at CMPS: 1. Traditional Learning, 2. Blended Learning, and 3. Fulltime Virtual Learning. **To enroll your student in one of these three options, parents will need to contact the building principal.** Students who choose blended learning, or full time virtual learning must remain in that learning pathway for a full semester or academic year. Parents may contact the site principal to discuss any changes to a learning pathway. An instructional team will determine the need for transitions to another learning pathway upon parent or student request.

### Student with Special Needs

Individualized Education Plans (IEP), 504 Plans, and English Language Academic Plans will be followed with the assistance of site principals. District related services providers such as speech and OT/PT will be in contact with students and parents to arrange for continued services within the constraints of this public health crisis. IEP and 504 meetings will be held in person unless a request is made for a phone or video conference. All IEP/504 team members are required to participate. For information about IEP and 504 plans, contact Patty Pereira at [ppereira@chouteauwildcats.com](mailto:ppereira@chouteauwildcats.com)  
For information about English Language Services, you may contact Michelle Middleton at [mmiddleton@chouteauwildcats.com](mailto:mmiddleton@chouteauwildcats.com)

### Access to Curriculum

Students and parents will be able to access lessons and resources through Google Classrooms. A team of teacher leaders have worked to create blended and virtual lessons aligned to Oklahoma Academic Standards to make switching to learning at home seamless when it occurs. Teachers and principals will assist students and families by:

- Aligning all classes to meet Oklahoma Academic Standards
- Communicating clearly the learning goals for each lesson
- Providing resources for parent support when learning from home

- Identifying learning loss and closing gaps in learning due to school closures
- Communicating student progress

### Access to Technology

CMPS **will** provide devices for students who need them. Teachers and principals will help identify students who need technology assistance and a checkout system will be utilized. Because of the need for blended learning and fulltime virtual learning, CMPS will provide access to a hotspot device with adequate data to successfully participate in distance learning when needed **to provide an equitable opportunity for all students to access Distance Learning virtually.**

### Attendance & Grading

**If all daily assignments are completed by Friday at 6:00 students will be present for each day. For any assigned classwork not completed, students will be counted absent for that attendance period. All assigned classwork must be completed by 6:00 P.M. each Friday to receive a grade for the assignment, and to be counted as present for the attendance period.**

Attendance will be taken for all students, even if a student is learning through a fully virtual, or blended pathway. Students who stay home due to COVID-19 related illness, will be able to complete work via distance learning to avoid absences.

## **Whole Child & Family Supports**

Our mission is to ensure all students and their families feel welcome and safe at school. This mission is especially important during the COVID-19 public health crisis. Whether students are learning through on campus face to face instruction or virtually at home, we work to promote a feeling of community with all students and families. In response to the increasing needs of families for the 2020-2021 school year, CMPS will do the following:

- Care Teams will provide daily or weekly check-ins for students
- Social Emotional Learning (SEL) curriculum has been added to our curriculum to assist students in building skills in self-awareness, self-regulation, and collaborative interaction
- Provide additional training for teachers in trauma-informed practices

● Provide health, wellness, and community resources for students and families on our website [chouteauwildcats.com](http://chouteauwildcats.com), under the Parent/Guardian Resources tab on the menu.

For additional information about mental health, contact your school's site principal or Cheryl McCartney, Director of Counseling Services at [cmccartney@chouteauwildcats.com](mailto:cmccartney@chouteauwildcats.com), or 918-476-8337 extension 408.

For information on Child Nutrition services contact Laura Cochran at [lcochran@chouteauwildcats.com](mailto:lcochran@chouteauwildcats.com) or 918-476-8376 extension 111.

## School Personnel

The safety of our school staff is paramount to our success. Taking care of all employees during the COVID-19 crisis will require flexibility and understanding in the event of a positive COVID-19 diagnosis. In response to these concerns, CMPS is providing face coverings to all school employees, cleaning and disinfecting following CDC guidelines, and training employees on proper health and safety procedures.

### PPE and Cleaning Kits

All teachers and staff will wear face coverings when social distancing is not possible. Each classroom will receive sanitizing/cleaning kits including disinfectant spray, hand sanitizer and gloves. Staff will be trained in the proper use of disinfectants and hand sanitizers.

### Ongoing Staff Support

To provide the best support for our staff, we may need additional substitutes or bus drivers in times of increased COVID-19 cases or other illnesses. If you are interested in joining our team, contact Cindy Hershberger at [chersberger@chouteauwildcats.com](mailto:chersberger@chouteauwildcats.com), or at 918-476-8376 extension 102. Additional training and support for staff will be provided throughout the school year as conditions change.

### Communication

All communication with parents and the community will be delivered through channels via our district website at [www.chouteauwildcats.com](http://www.chouteauwildcats.com), email, text, Facebook, and Voice

Call. Parents should also connect to each site's Facebook pages. Direct communication with site principals and teachers through text and email will be used on a regular basis. CMPS is committed to strong communication and responsive action. Please reach out to your child's site administrator:

Clint Hall- High School- [chall@chouteauwildcats.com](mailto:chall@chouteauwildcats.com)

Michelle Middleton- Middle School- [mmiddleton@chouteauwildcats.com](mailto:mmiddleton@chouteauwildcats.com)

Tamara Bryan- Chouteau Elementary- [tbryan@chouteauwildcats.com](mailto:tbryan@chouteauwildcats.com)

Mindy Bridges- Mazie Elementary- [mbridges@chouteauwildcats.com](mailto:mbridges@chouteauwildcats.com)

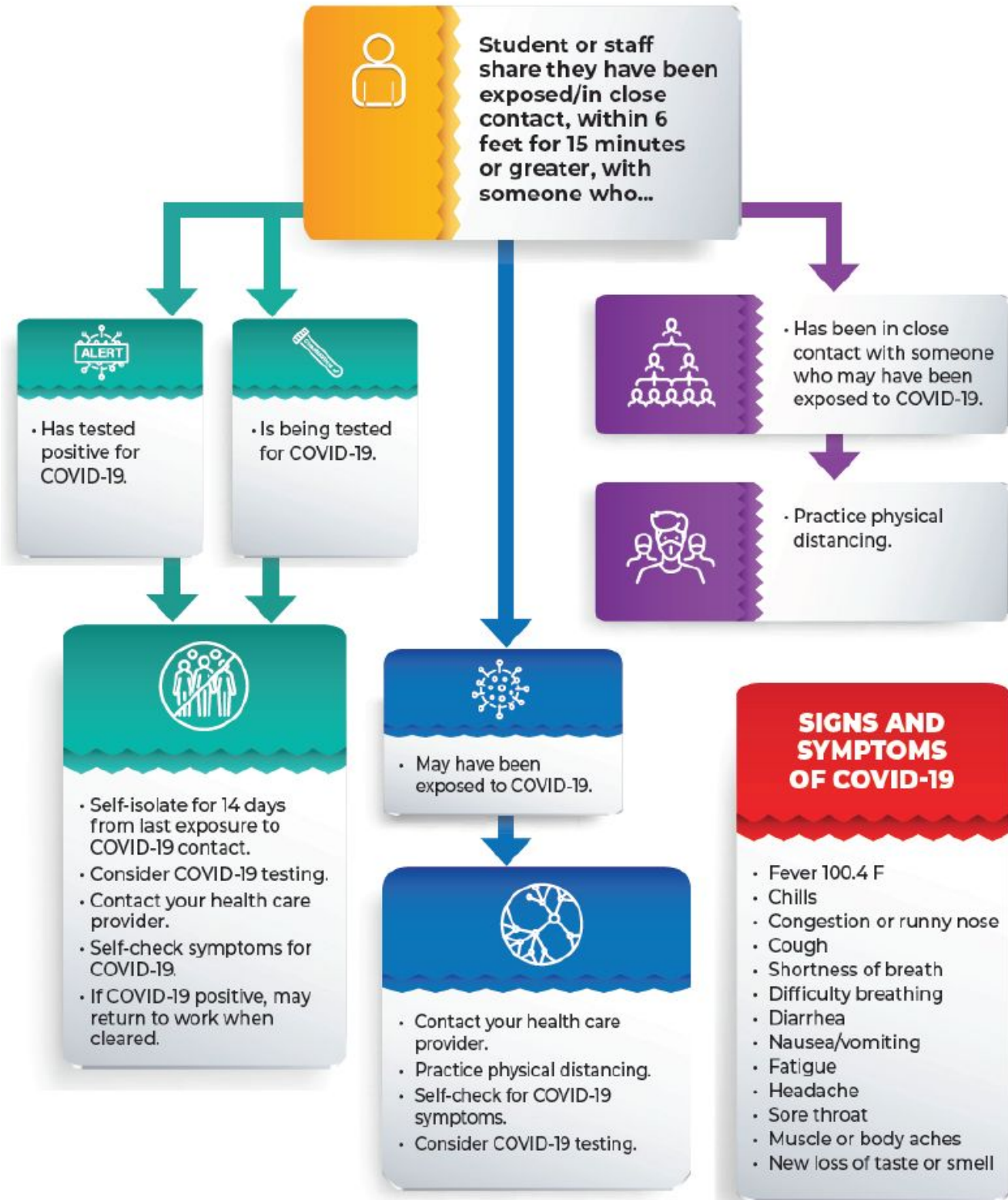
Josh Gwartney- ECC- [jgwartney@chouteauwildcats.com](mailto:jgwartney@chouteauwildcats.com)

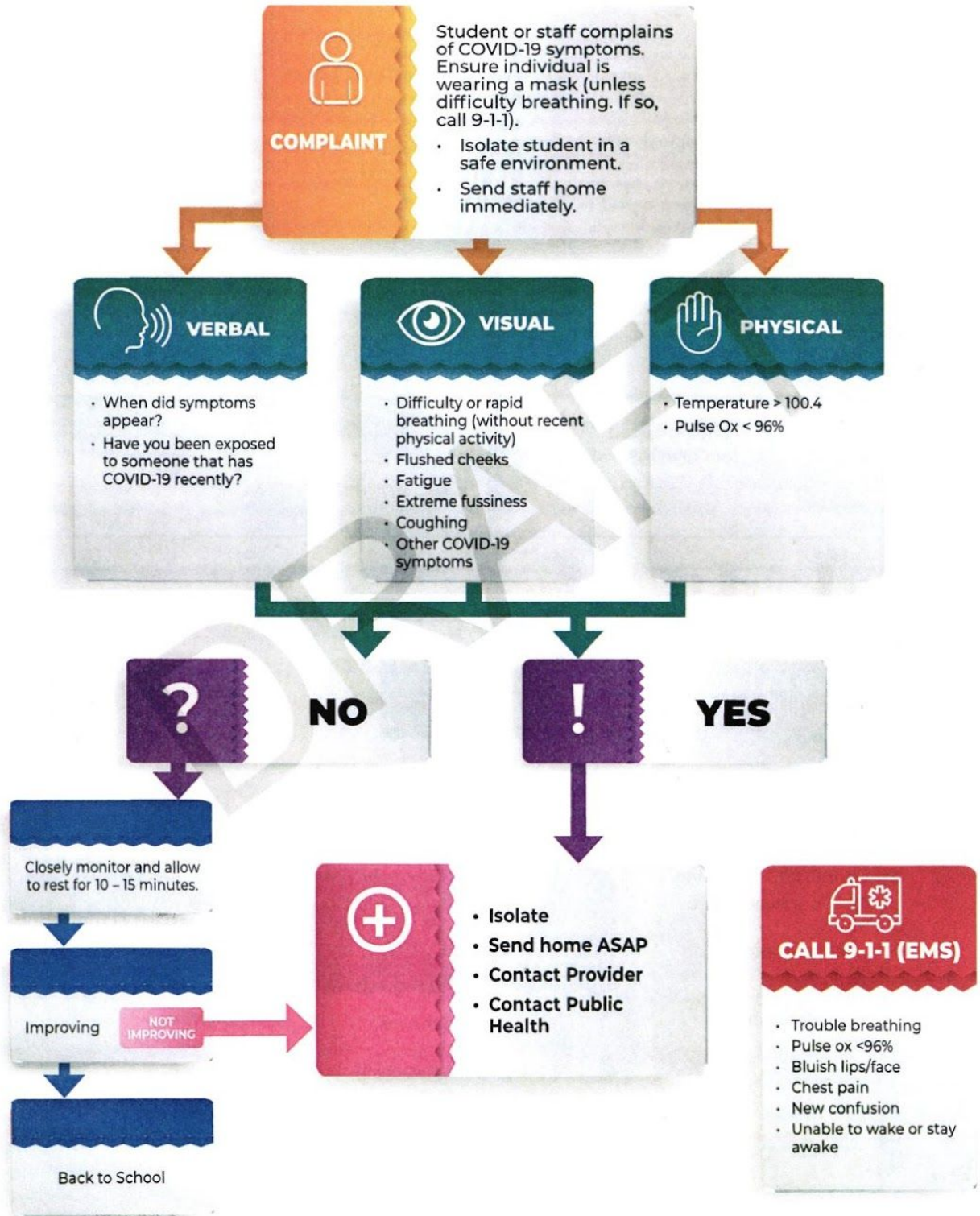
If you need assistance and cannot reach your site, you may reach out to Superintendent, Lori Helton at [lhelton@chouteauwildcats.com](mailto:lhelton@chouteauwildcats.com).

Tip: Stay connected to CMPS. Be sure your contact information, including email and phone number, is up to date in the student information system with your child's site administrator.

Our success in responding to the 2020-2021 school year during the COVID-19 conditions will require a community mindset and strong communication. We encourage parents and families to stay engaged and responsive as we commit to educating all students.

# COVID-19 EXPOSURE CHART





Appendix B

**AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION (“PHI”)**

**Patient Name:** \_\_\_\_\_ **Medical Record#:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

I hereby authorize the **Oklahoma State Department of Health (“OSDH”)** to release the following information to:

\_\_\_\_\_  
Name and Address of School or Organization

And \_\_\_\_\_  
Name and Address of Alternative School or Organization

**Information to be shared:**

Medical information relating to a positive confirmation of the novel coronavirus (SARS-CoV-2 or COVID-19) in the patient named above.

**The information may be disclosed for the following purpose(s) only:**

To notify the school that the patient attends in order for the school and OSDH to take measures that prevent the further spread of the coronavirus.

**I understand that by voluntarily signing this authorization:**

- I authorize the use or disclosure of the PHI as described above for the purpose(s) listed.
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose information, I can revoke this authorization at any time. The revocation must be made in writing to the person/organization disclosing the information and will not affect information that has already been used or disclosed.
- I have the right to receive a copy of this authorization.
- I understand that unless the purpose of this authorization is to determine payment of a claim for benefits, signing this authorization will not affect the eligibility for benefits, treatment, enrollment or payment of claims.
- The medical information may indicate that the patient has a communicable and/or non-communicable disease which may include, but is not limited to diseases such as the novel coronavirus, hepatitis, HIV or AIDS and/or may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.
- I understand I may change this authorization at any time by writing to the person/organization disclosing the PHI.
- I understand I cannot restrict information that may have already been shared based on this authorization.
- Information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient and no longer be protected by the Privacy Regulation.

Unless revoked or otherwise indicated, this authorization’s automatic expiration date will be one year from the date of my signature or upon the occurrence of the following event: \_\_\_\_\_

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Description of Legal Representative’s Authority

\_\_\_\_\_  
Expiration date (if longer than one year from date of signature or no event is indicated)