

**Pitkin County  
COVID-19 Business Safety Plan Checklist**

**Lista de Verificación del Plan de Seguridad Empresarial del Condado de Pitkin sobre COVID-19**

(Updated on 5/05/2020 -- subject to change per State or County Public Health Order / *cambiada el 5.5.2020 - sujeto a cambios por Orden del Servicio de Salud Público*)

Business name / Nombre de su Empresa	Wildwood School
Facility Address / Dirección de su Empresa	0241 Wildwood Ln. (PO Box 9290)
Contact Person / Contacto en la Empresa	Tina Person
Phone / Numero de Telefono	970 925-5678
Email / Direccion de Email	wildwood@comcast.net wildwoodschool@comcast.net

Businesses required to have a COVID-19 Business Safety Plan Checklist on file per the Pitkin County Roadmap to Reopening shall implement all measures listed below, and be prepared to explain why any measure that is not implemented does not apply to the business.

*Negocios que tienen que tener un Plan de Seguridad archivado, sobre COVID-19, de acuerdo con el Mapa del Condado sobre Reapertura, deben implementar todas las medidas listadas abajo, y estar preparados para explicar porque alguna medida no aplica a su negocio o trabajo*

---

***Continued on next page.***

**Signage / Letreros:**

Signage at each public entrance of the facility shall be posted and include the following information:  
*Letreros deben estar puestos en cada entrada pública a su empresa, y deben incluir lo siguiente:*

- Do not enter the facility if you have a cough or fever / *No entre si usted tiene tos o fiebre;*
- Maintain a minimum six-foot distance from one another / *Mantenga un mínimo de 6 pies de distancia entre cada persona;*
- Face coverings required before entering / *Máscaras sobre las caras son necesarias antes de entrar;*
- Copy of business safety plan available upon request / *Una copia del Plan de Seguridad será disponible al pedir*

Additional Information / Información adicional

**Measures to Protect Employee Health / Medidas Para Proteger la Salud de los Empleados**

All employees are instructed not to come to work if sick or experiencing any of the following symptoms:  
*Se les ordena a todo empleado, que no pueden venir a trabajar si sienten cualquier de los síntomas siguientes:*

- headache / *dolor de cabeza*
- sore throat / *dolor de garganta*
- fever / *fiebre*
- Cough, dry or other / *tos, seca o de otro tipo*
- recent inability to taste and smell / *incapacidad para sentir sabor de comidas o sentir olores*
- shortness of breath / *falta de respiro*
- body aches / *dolores corporales*
- diarrhea / *diarrea*
- fatigue / *fatiga*
- Chills / *escalofrios*
- vomiting and/or abdominal pain / *vómito o dolor de estómago o abdominal*

Individual discussions have taken place with employees about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness. Options have been explained to high risk employees, including ways to minimize face-to-face interactions, maintaining six feet of distance from other people, remote work if possible, and leave policies for employees who choose not to come to work.

*Conversaciones individuales se han realizado con los empleados sobre la realidad que los adultos de mayor edad y los con condiciones crónicas médicas pueden tener un riesgo más alto de enfermedades serias.*

Everyone who can carry out their work duties from home has been instructed to do so.

*Todo empleado que puede trabajar desde su casa, ha sido instruido ha hacerlo.*

Determine if your employees are required to wear face coverings and/or gloves by going to the CDPHE Best Practices and Guidance by Sector. Indicate whether your business is required OR is not required to wear face coverings and/or gloves.  Required  Not Required

*Por favor determine si sus empleados deben usar máscaras sobre sus caras y/o guantes yendo al sitio siguiente: CDPHE Best Practices and Guidance by Secto. Por favor indique si su negocio necesita O no necesita usar máscaras y/o guantes.  Necesita  No Necesita*

Symptom surveillance, including a temperature check, shall be conducted before employees enter the work space. If no thermometer is available, the business safety plan shall include how and when one will be obtained by the business and alternative means for temperature checks. *Vigilancia de síntomas, incluso el chequeo de temperatura, debe ser realizada antes que los empleados entren al lugar de trabajo. Si no hay un termómetro disponible, el Plan de Seguridad incluirá cuando y como uno será conseguido por el negocio y detalles sobre otras formas de chequear la temperatura de los trabajadores.*

Documentation of daily symptom checks shall be recorded on (Employee Symptom Tracking Template)

*Documentation sobre los controles diarios de síntomas estará por escrito en el documento llamado (Employee Symptom Tracking Template).*

If an employee comes to work with symptoms or develops symptoms while at work, the employee is immediately sent home and instructed to complete Pitkin County's Symptom Tracker. [English] [Español]

*Si un empleado llega al trabajo con síntomas, o desarrolla síntomas mientras que está trabajando, ese empleado debe irse a su casa inmediatamente y debe completar el formulario llamado "Pitkin County Symptom Tracker en Inglés [English] o en Español.[Español]*

### **Additional Information / información adicional**

**Measures To Promote Clean Hands / Formas de promover Limpieza de Manos**

Soap and water for handwashing are available at the following location(s)

*Agua y jabon para lavarse las manos estan disponibles en los lugares siguientes:*

- Restrooms / *Banos*
- Employee break areas / *Lugares de descanso para empleados*
- Other, please describe in additional information / *Otro, por favor describer en informacion adicional*

Employees have been instructed to wash their hands frequently, including after using the bathroom, coughing, sneezing, or blowing their nose; before and after eating, smoking, vaping, or using tobacco (i.e. before and after touching their face, nose, and mouth); at any point if their hands become visibly dirty.

*Empleados han sido instruidos a lavarse las manos con frecuencia, incluso después de usar el baño, después de toser, estornudar, sonarse la nariz, antes y después de comer, fumar, vaping o usar tabaco (por ejemplo, antes y después de tocarse la cara, nariz y boca); en cualquier momento que sus manos se ven realmente sucias.*

Businesses without hand sinks inside their facility shall include in the plan how they intend to provide handwashing for employees. *Negocios sin fregaderos de mano dentro de sus locales, deben detallar en el Plan como van a proveer lugares para que los empleados se laven sus manos.*

Hand sanitizer effective against COVID-19 (at least 60% alcohol) is available at the following location(s):

*El gel antibacterial contra COVID-19 (por lo menos con 60% de alcohol) estara disponible con los siguientes lugares:*

- At facility entrance(s) / *A cada entrada del negocio o empresa*
- Checkout counters / *En los contadores de check-out*
- Workstations / *En las estaciones de trabajo*
- Other, please describe in additional information / *Otro, por favor describer en informacion adicional*

Employees have been informed that hand sanitizer should not be used as a substitute for hand washing and is not effective when hands are visibly dirty. *Los empleados han sido informados que el gel antibacterial no debe sustituir por el lavado de manos con agua y jabón y no es efectivo cuando las manos se ven sucias.*

**Additional Information / informacion adicional**

**Measures To Increase Disinfection / Medidas Para Aumentar la Desinfección**

Disinfecting wipes or spray that is effective against COVID-19 shall be available near workstations and all high-contact surfaces (including payment portals, carts, baskets, pens, shared tools, heavy equipment, etc.). CDC Guidance on Disinfecting and Cleaning for Re-opening. Location(s) include:

*Toallas de desinfección o spray contra el COVID-19 estarán disponibles cerca de las estaciones de trabajo y de toda superficie de alto contacto (incluso lugares de pago, carritos, canastas, lápices, herramientas compartidas, y equipo pesado.) Ver CDC Guidance on Disinfecting and Cleaning for Re-opening. Ubicaciones incluyen las siguientes:*

Employee(s) shall be assigned to disinfect all high-contact surfaces and follow CDPHE Environmental Cleaning Guidance for COVID-19.

*Se asignan empleados que desinfectan toda superficie de alto contacto y que sigan las recomendaciones del: CDPHE Environmental Cleaning Guidance for COVID-19.*

Break rooms, bathrooms, and other common areas are being disinfected on the following schedule:

*Salas de descanso, baño, y otros lugares comunes están desinfectados en el horario siguiente:*

Break Rooms / Salas de Descanso	After each use
Bathrooms / Baños	After each use
Other / Otro	Toys and Playground after use

Businesses that share common areas, including bathrooms, shall include in their plan the facility’s disinfection schedule and ensure they are following CDPHE Environmental Cleaning Guidance for COVID-19.

*Negocios que comparten lugares comunes, incluso baños, deben incluir en su Plan el horario de desinfección y asegurar que están siguiendo las condiciones siguientes: CDPHE Environmental Cleaning Guidance for COVID-19.*

**Additional Information / información adicional**

We do not share common areas with other businesses.

**Measures to Reduce Exposures in Employee Transportation / Medidas para Reducir la exposición con Transporte de Empleados**

- Hand sanitizer is used by each passenger when entering the vehicle.  
*Cada pasajero tiene que usar el gel antibacterial al entrar al vehículo*
- The number of passengers has been reduced by 50% of the vehicle's occupancy, and passengers sit in locations to maximize the distance between one another.  
*El número de pasajeros dentro del vehículo ha sido reducido por 50%, y los pasajeros se sientan en forma de agrandar la distancia entre cada persona*
- Passengers will wear a non-medical, cloth face-covering when in a vehicle containing more than 1 person.  
*Pasajeros usarán máscaras no médicas, o cubiertas de tela sobre sus caras cuando en un vehículo que tiene más que 1 persona.*
- Windows will remain open and ventilation is increased.  
*Las ventanas del vehículo estarán abiertas para máxima ventilación*
- All high-contact surfaces of the vehicle, such as steering wheel, seatbelts, door handles, and console, shall be properly disinfected in between uses by different employees and at the end of each day.  
*Toda superficie de alto contacto del vehículo será desinfectada entre cada uso por empleados diferentes y al final de cada día (como el volante, cinturones de seguridad, las manijas de las puertas, y la consola del vehículo)*

Transportation options and information may be provided to employees:  
*Opciones de Transportación e información pueden ser dados a sus empleados:*

- Check here for the latest options for commuting during the COVID Response and Recovery  
*Vea aquí para las últimas opciones para viajar al trabajo durante el término del virus COVID*
- Check here to learn about RFTA's COVID 19 Response and Readiness.  
*Vea aquí para aprender las respuestas de RFTA (la compañía de transportes) sobre COVID-19*

**Additional Information / información adicional**

**Measures To Keep People at Least 6 Feet Apart / Medidas Para Mantener que la Gente tenga por lo menos 6 Pies de Distancia**

Employees shall maintain at least six feet of distance from customers and each other (employees may momentarily come closer when needed to accept payment, deliver goods or services, or when otherwise unavoidable).

*Empleados deben mantener por lo menos 6 pies de distancia de los clientes y entre cada uno (empleados pueden acercarse por muy pocos momentos solo para aceptar pagos, entregar bienes o servicios, o cuando no se puede evitar).*

All desks, individual work stations, or work areas shall be separated by at least six feet. *Todo escritorio, y estaciones de trabajo, o áreas de trabajo deben ser separados por lo menos 6 pies de distancia.*

Tape or other markings shall be placed at least six feet apart in customer line areas inside the store and outside public entrances with signs directing customers to use the markings to maintain distance. Markings on sidewalks shall be temporary (such as chalk or tape), easily removable and comply with local jurisdictions. *Cintas adhesiva o otras formas de marcar estarán puestas por lo menos 6 pies apartes en lugares de espera de clientela dentro de la tienda y afuera de las entradas públicas con señalización dirigiendo a los clientes a seguir las marcas para mantener sus distancias. Marcas sobre las aceras serán temporales (como tiza o cinta adhesiva) para que se puedan sacar fácilmente y que complan con las leyes locales.*

Order areas shall be separated from delivery areas and shields or barriers installed when possible between customers and employees.

*Lugares para tomar órdenes serán separados de los áreas de entrega y protecciones o barras serán instaladas, cuando posible, entre clientes y trabajadores.*

Limit the number of customers allowed in the store at any one time so customers and employees can easily maintain at least six-foot distance from one another at all practicable times and meet gathering size limits per public order.

*Hay que limitar el número de clientes permitidos en el negocia en cada momento, para que los clientes y los trabajadores puedan mantener su distancia de 6 pies a toda hora y que no se junten más personas que las permitidas por Orden pública.*

**Additional Information / información adicional**

We are not letting parents in our school, but will mark areas outside for drop off and pick up.

### ***Measures To Prevent Unnecessary Contact / Medidas para Prevenir Contacto Innecesario***

Contactless payment systems shall be implemented. If not feasible, payment systems shall be disinfected frequently.

*Sistemas de pago sin contacto serán implementados. Si no es posible, los sistemas de pago serán desinfectados con frecuencia.*

Curb-side drop-off/pick-up of products is available.

*Productos pueden ser dejados y recogidos en la acera cuando disponible.*

Customers shall not self-serve any items that are food-related (including food from bulk bins and buffets, plates, cups, lids, etc.).

*Clientes no se podrán auto-servir productos de comida (incluso comida al por mayor, buffets, platos, copas, tapas, etc.)*

### **Additional Information / información adicional**

### ***Measures to Monitor the Plan / Medidas para Supervisar el Plan***

A Workplace Coordinator shall be assigned for each shift and will have the following responsibilities added to their duties:

*Se asignará un Coordinador en el Lugar de Trabajo para cada turno y esta persona tendrá las siguientes agregadas responsabilidades:*

- Ensuring daily symptom checks are occurring upon employee's arrival to work  
*Asegurar la Comprobación de síntomas diarios para cada empleado que llega al trabajo*
- Monitor entrance to ensure that the maximum number of customers in the facility meets gathering size limits per public order.  
*Supervisar la entrada para asegurar que el número máximo de clientes cumple con los límites por Orden público.*
- Monitor the door to ensure customers are wearing face coverings before entering.  
*Supervisar la entrada para asegurar que los clientes están usando máscaras o cubiertas sobre sus cara*



*antes de entrar.*

- Monitoring and ensuring people in the facility are maintaining at least a six-foot social distance.  
*Supervisando y asegurando que todos dentro del negocio están manteniendo por lo menos 6 pies de distancia social.*
- Monitoring hand sanitizer stations, refill as needed.  
*Supervisando las estaciones de gel antibacterial, y rellenandolas cuando necesario*
- Other tasks assigned  
*Otras tareas asignadas.*

Identify any additional measures or how you are meeting your industry-specific requirements as outlined by DORA or State of Colorado guidance whichever is most applicable: *Por favor identifique otras medidas o como usted está cumpliendo con los requisitos específicos de la industria detallados por DORA o el State of Colorado guidance, el que aplique más a su industria.*

Cleaning and disinfecting in a child care setting is stricter. We will clean and disinfect playground, toys, bikes after use. For snacks and lunches children will be seated 6 feet apart. Nap cots will also be 6 feet apart, children's blankets will be sent home to be laundered daily and cots will be cleaned and disinfected without children present. We are not doing any food preparation, parents will provide all the food for children. We will not use the drinking fountain, teachers will offer water in disposable cups throughout the day.

- Copies of this Business Safety Plan shall be distributed to and reviewed with all employees.  
*Copias de este Plan de Seguridad Empresarial serán distribuidas a y revisadas con todo empleado.*

***This document must be available for employees, customers and those with the authority to enforce the Public Health Order to view. Please post this document to your website and in a conspicuous place. Este documento debe estar disponible a los empleados, clientes y a los que tienen que hacer respetar las Órdenes del Servicio de Salud Público. Por favor publique est en su sitio web y en un lugar visible.***

- You may contact the following person with any questions or comments about this protocol  
*Usted puede contactar la persona siguiente con preguntas o comentarios sobre estas directivas.*
- Pitkin County will also contact you with any updates or changes to future Public Health Orders, which may require you to update your COVID-19 Business Safety Plan  
*El Condado de Pitkin lo va a contactar con cualquier cambio a estas Órdenes en el futuro. Si esto pasa, usted tendrá que poner al día su Plan de Seguridad Empresarial.*

# COVID-19 Business Safety Guidelines

This business is complying with the **Pitkin County Public Health Order**  
 Copy of business safety plan available upon request.

Please observe the following rules:



Avoid this area if you have a cough or fever



Face coverings required before entering



Maintain a minimum six-foot distance from one another



Do not shake hands or engage in unnecessary physical contact with others

Thank you for respecting these rules to protect everyone's health.

# COVID-19 Guia Para Seguridad Empresarial

Este Negocio esta cumpliendo con **Las Órdenes de Salud del Condado de Pitkin**  
 Copia del Plan de Seguridad Empresarial está disponible a solicitud.

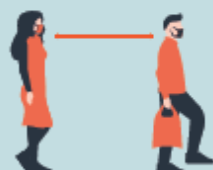
Por favor observe las siguientes regulaciones:



Evite este lugar si tiene tos o fiebre



Máscaras o cubiertas sobre la cara son necesarias antes de entrar



Mantenga un mínimo de 6 pies de distancia entre cada persona Do not shake



No se den la mano ni tengan contacto físico innecesario con otros

Gracias por respetar estas regulaciones para proteger la salud de todos.



**PITKIN COUNTY PUBLIC HEALTH**  
[Pitkincounty.com/COVID-19](http://Pitkincounty.com/COVID-19)

## Certificate Of Completion

Envelope Id: F64F8BB12E6C4BD589EA2B13F19A2277	Status: Completed
Subject: COVID-19 Business Safety Plan - [[Business Contact_UserName]]	
Source Envelope:	
Document Pages: 10	Signatures: 0
Certificate Pages: 4	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	COVID Relief
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	530 East Main Street
	Suite 203
	Aspen, CO 81611
	bitsnotify@pitkincounty.com
	IP Address: 73.34.147.53

## Record Tracking

Status: Original	Holder: COVID Relief	Location: DocuSign
5/12/2020 10:44:36 AM	bitsnotify@pitkincounty.com	

## Signer Events

Tina Person  
wildwood@rof.net

Security Level:

DocuSign.email

ID: 1

5/12/2020 10:44:39 AM

## Signature



Signature Adoption: Pre-selected Style

Using IP Address: 73.34.147.53

## Timestamp

Sent: 5/12/2020 10:44:38 AM

Viewed: 5/12/2020 10:44:49 AM

Signed: 5/12/2020 11:12:32 AM

## Electronic Record and Signature Disclosure:

Accepted: 5/12/2020 10:44:49 AM

ID: 566d279f-4204-45de-a327-208c1249ea3e

Company Name: Pitkin County, Colorado

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

5/12/2020 10:44:38 AM

Certified Delivered

Security Checked

5/12/2020 10:44:49 AM

Signing Complete

Security Checked

5/12/2020 11:12:32 AM

Completed

Security Checked

5/12/2020 11:12:32 AM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Pitkin County (we, us or Pitkin County) may be required by law to provide you with certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically when we send you documents for electronic signature.

### **Acknowledging your Access, Intent, and Consent to Receive and Sign Materials Electronically**

To confirm that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receive notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I am establishing my intent to be bound to the transaction, and indicating that I am fully aware of the purpose for which the signature is being provided.
- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Pitkin County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgments, and other documents that are required to be provided or made available to me by Pitkin County during the course of my relationship with you.

### **Signing Documents without a Pitkin County DocuSign Account:**

Pitkin County may not require all document signers to be authorized users of the Pitkin County DocuSign Account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document. When you don't have a DocuSign account, you will be provided the opportunity to agree to the Legal Disclosure each time you open an "envelope" for signing, at this time, you can download and retain this disclosure. Pitkin County will forward completed documents that you've reviewed, processed or signed via email. Should you require copies of these signed documents (e.g., if they get deleted from your email account) you should request those documents from Pitkin County under the Colorado Open Records Act by contacting the Pitkin County custodian who sent you the document for signature.

### **Signing Documents with a Pitkin County DocuSign Account:**

Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper or electronic copies**

At any time, you may request from us a paper or electronic copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper or electronic copies of any such documents from our office to you, you may be charged a per-page fee. You may request delivery of such paper or electronic copies from us by following the procedure described below.

### **Withdrawing your consent**

If you are an authorized DocuSign Account holder, you can decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. Described below is the process for informing us of your decision to receive future notices and disclosure in paper format and also how to withdraw your consent to receive notices and disclosures electronically.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgments, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Pitkin County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to [Helpdesk@provelocity.com](mailto:Helpdesk@provelocity.com)

**To advise Pitkin County of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [Helpdesk@provelocity.com](mailto:Helpdesk@provelocity.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address .

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper or electronic copies from Pitkin County**

To request delivery from us of paper or electronic copies of the notices and disclosures previously provided by us to you electronically, you should request those documents from Pitkin County under the Colorado Open Records Act by contacting the Pitkin County custodian who sent you the document for signature.

**To withdraw your consent with Pitkin County**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [Helpdesk@provelocity.com](mailto:Helpdesk@provelocity.com) and in the body of such a request, you must state your e-mail, full name, Postal Address, telephone number, and account number.