**COVID-19 Preparedness Plan**

**LMR Wine Estates LLC - Anderson Valley Tasting Room**

**LMR Wine Estates LLC** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **LMR Wine Estates LLC** managers and supervisors have our full support in enforcing the provisions of this policy.

The manager responsible for implementing the plan at this location is:

**Mark Mendenhall, Tasting Room Manager**

This plan will be subject to regular audits throughout the day by either the manager responsible for implementing the plan or his/her direct report managers, but no less than every 2 hours. Records of the regular audits will be maintained and identified by time, manager name, and results of audit including non-compliance and suggestions to improve on the existing plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) guidelines, federal OSHA standards related to COVID-19 and Executive Order N-33-20, and includes the following:

* The person(s) responsible for implementing the plan.
* A risk assessment and the measures that will be taken to prevent spread of the virus.
* Training and communication with employees and employee representatives on the plan.
* A process to check for compliance and to document and correct deficiencies.
* A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

**Staff Training Topics:**

# **How to Protect Yourself & Others**

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

* People 65 years and older
* People who live in a nursing home or long-term care facility
* People of all ages with underlying medical conditions, particularly if not well controlled, including:
  + People with chronic lung disease or moderate to severe asthma
  + People who have serious heart conditions
  + People who are immunocompromised. Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  + People with severe obesity (body mass index [BMI] of 40 or higher)
  + People with diabetes
  + People with chronic kidney disease undergoing dialysis
  + People with liver disease

### **Know how it spreads**

* There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
* The best way to prevent illness is to avoid being exposed to this virus.
* The virus is thought to [spread mainly from person-to-person](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html).
  + Between people who are in close contact with one another (within about 6 feet).
  + 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.
  + Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## **Everyone Should**

### **Wash your hands often**

* [Wash your hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
* If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
* Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid close contact**

* Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
* Put distance between yourself and other people outside of your home.
  + Remember that some people without symptoms may be able to spread virus.
  + [Stay at least 6 feet (about 2 arms’ length) from other people](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html).
  + Do not gather in groups.
  + Stay out of crowded places and avoid mass gatherings.
  + Keeping distance from others is especially important for [people who are at higher risk of getting very sick](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).

### **Cover your mouth and nose with a cloth face cover when around others**

* You could spread COVID-19 to others even if you do not feel sick.
* Everyone should wear a [cloth face cover](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) when they have to go out in public or at the workplace, for example to the grocery store or working at the restaurant.
  + Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
* The cloth face cover is meant to protect other people in case you are infected. Face coverings do not protect the wearer and are not personal protective equipment (PPE).
* Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
* Face coverings are not a substitute for proper handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings.
  + Avoid touching the eyes, nose, and mouth
  + Face coverings should be washed after each shift

### **Cover coughs and sneezes**

* If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
* Throw used tissues in the trash.
* Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Clean and disinfect**

* Clean AND disinfect [frequently touched surfaces](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
* If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
* Then, use a household disinfectant.

**Watch for symptoms**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Muscle pain
* Sore throat
* New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

**When to Seek Emergency Medical Attention**

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

* Trouble breathing
* Persistent pain or pressure in the chest
* New confusion
* Inability to wake or stay awake
* Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 (or contact a manager if you are at work) or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

**Government Assistance Programs**

There are many government programs supporting sick leave and worker’s compensation for COVID-19. See appendix C attached. Please contact the Director of HR for more information.

**Individual Control Measures and Health Screening**

Employees will be instructed to self-check for these symptoms prior to coming to work. If the employee exhibits any of the above symptoms, they should not come to work and are to call their supervisor immediately, who will instruct them to contact their health provider for next steps. Employees will not be allowed to return to work without clearance from their health provider.

If employees exhibit any of the following symptoms, they are to call their supervisor at least 3 hours before reporting for work and then be instructed to contact their health provider for next steps. Employees should not come to work for any reason if they exhibit any of the following symptoms.

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Muscle pain
* Sore throat
* New loss of taste or smell

Employees will not be permitted to work if they have been in contact with someone who has been diagnosed with COVID-19 and must contact their supervisor immediately, who will instruct them to contact their healthcare provider for next steps.

All employees will undergo a health screening by a designated safety office prior to starting work, who will verify employee body temperature to be below 100.4F and ask the following questions:

Do you or anyone in your household have the following symptoms?

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Muscle pain
* Sore throat
* New loss of taste or smell

Employees must arrive at work with a face covering.

Both the designated safety officer and employee will be required to wear appropriate face covering and gloves. Employees measuring body temperatures of 100.4F and higher will not be allowed to work.

Upon successful passing the health screening, employees will be required to immediately disinfect their cell phone and wash hands at the nearest hand wash station prior to clocking in and reporting to their assigned work area.

**Employee Has Symptoms That May Indicate COVID-19**

If the employee has already arrived at work and is experiencing symptoms that may indicate COVID-19, they are required to notify their direct supervisor immediately. The employee will then be isolated in a designated outdoor space behind the restaurant while they make arrangements to be sent home. Employees will then be instructed to contact their health provider for next steps and contact their direct supervisor before returning to work.

If an employee exhibits symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). Employees are required to obtain a doctor’s note clearing them to return to work.

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery and at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

**Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or household) will be required to alert their supervisor immediately. They will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as less than 6 feet for more than 30 minutes. If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Should there be a confirmation of COVID-19 infection in the workplace, LMR Destinations LLC senior management wil contact Napa County Department of Environmental Health by calling (707) 253-4471.

**Employee Confirmed to be Infected with COVID-19**

Any instance of confirmed infection will be investigated with the following considerations:

* Determine if the employee was following company guidelines on COVID-19 including wearing of face coverings, use of gloves, frequent washing of hands, self-administration of symptom checks prior to coming to work.
* Review training programs, review training program with staff, and employees for feedback on how the training program can be improved.
* Review screening process to ensure that employees are not able to come to work with symptoms

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Company reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Company also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

**Protective Equipment**

LMR Wine Estates LLC will provide for all employees adequate protective equipment including face coverings and disposable gloves. Upon arriving to work, the designated safety officer will verify that the employee has the required protective equipment they need to perform their work duties for the shift.

Face coverings are required for all employees. Gloves should be used when appropriate. Face coverings may not be shared. Face coverings are to be worn at all times in all areas of the property, unless eating or drinking.

The business will post signage in the following strategic and highly-visible locations, to remind the public that they should use face coverings and practice physical distancing while waiting for service and take-out.

* Guest entrance

All staff and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags will be instructed to wash hands after each instance.

**Cleaning and Disinfecting Protocols**

The following high traffic areas will be disinfected on an ongoing basis during operational hours.

* All door push pads and handles
* All POS stations including tablets, desk surfaces
* All water faucet handles and toilet flush handles at both customer and employees restrooms
* Shared workspace items including water dispenser handles, espresso machine handles, appliances, bar utensils.
* Workstations, computers, laptops.

All surfaces above will be disinfected prior to service by the regularly scheduled staff, who will be scheduled earlier to allow for sufficient disinfection time before opening to the public for the day. Additionally, the closing team will be scheduled additional time at the end of their shift to allow for sufficient disinfection time at the end of the day.

Each shift will have assigned an employee solely dedicated to ongoing disinfection of surfaces throughout the shift. Other positions will have additional disinfection tasks assigned as part of their regular work responsibilities.

Hand Sanitizer stations will be located at the following locations:

* Tables
* Office
* Kitchen

Sanitizing stations, handwashing stations, and restrooms will be checked daily for sufficient sanitizer, paper towels, hand soap.

The following Environmental Protection Agency (EPA)-approved products will be used for disinfectant:

* Alcohol solution with at least 70% alcohol
* Hydrogen peroxide solution with at least 3% hydrogen peroxide
* Hand sanitizer gel with at least 70% alcohol

Workers will be required to wear protective gloves when appropriate as required by product instructions.

Tasting menus will be single-use per table and menus will be made available electronically through the website to allow customers to view on a personal electronic device.

Napkins and glassware will not be pre-set on tables. Instead they will be supplied as needed. Employees must wash hands before bringing out items to the table.

Reusable items such as glassware will be removed from the tables by employees wearing protective gloves, with gloves being exchanged between removing items from separate tables. All items are to be cleaned and sanitized in designated automatic warewashers and glasswashers, dried and stored in an area away from customers and employees until ready for use.

Dirty napkins used at tables are to be removed after each customer use. Employees are required to wash hands after handling soiled linens.

Thoroughly clean each customer dining location after every use. This will include disinfecting tables, chairs, etc. and allowing adequate time for proper disinfection, following product instructions. Many EPA-approved disinfectants require minimal contact time (seconds to one minute) against human coronavirus.

Traditional exchange of paper, credit cards, and pens for payments will be have alternatives:

Contactless payment system (in-progress)

Sanitizing of POS iPads at between customers

Hand sanitizer dispensers will be installed at guest and employee entrances.

Existing processes for sanitizing in the kitchen and service areas will continue to be followed.

**Physical Distancing Guidelines**

All tables will be separated by at least 6 feet distance. Any indoor tables that don’t meet the distancing standard will be removed.

Provide a clean glass for each beverage poured; do not reuse the same wine glass for different wines

Eliminate the use of all communal dump buckets and provide disposable cups to each guest

Refrain from touching beverage necks to glasses

Discontinue group tours that combine individuals from different households in the same tour group

Reservation capacity will be adjusted to allow for additional time to allow for proper disinfection of restaurant areas. Reservation platforms will be modified to allow for advance notification of social distancing guidelines before arriving for a reservation.

Customer traffic at the location will be controlled by the tasting room manager to limit the number of people on property.

Areas of customer congregation on property, such as the receiving area and restrooms, will display signage notifying them of social distancing measures.

Signage will be displayed that communicates rules for entry at both employee and customer location. This will include instructions to use face coverings, hand sanitizer, maintain physical distance between other customers, avoid unnecessary touching of surfaces, contact information for the local health department, and instructions on physical distancing at queue areas.

Messaging will be included with reservation confirmation messages, phone confirmations, and menus.

Face coverings will be required for all employees and customers, unless eating or drinking, in all areas of the property.

Employees will be given instructions to social distance themselves from other employees, whenever possible.

Employees will be required to avoid handshakes, fist bumps, elbow bumps and similar greetings that break physical distance.

Delivery drivers bringing product to the business will be instructed to wear a face covering and gloves when delivering product. Signage will be posted to remind drivers of the requirement of gloves and face covering.

Employees who require modified work duties that minimize contact with customers or other employees will have an option to work in a non-customer-facing position, if there is such a position available at the time.

Managers and supervisors are to monitor daily how effective the program has been implemented**.** Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **LMR Wine Estates LLC** management and was distributed to employees on XXX, 2020 . It will be updated as necessary.

Certified by:

**Adam Kim**

**Director of Destination Operations**

**Appendix A - Health Screening SOP**

**Purpose**: Identify the individual responsible for screening employees and using the steps to follow prior to allowing employees to start work.

**Process**: Each shift will have an assigned safety officer. The safety officer will indicate that each employee on the roster has been screened for symptoms prior to starting work.

* Employees must report to work with a face covering.
* Employees will be asked if they completed a self-screening and temperature reading prior to coming to work.
* Employees will be asked if they, or anyone in their household, has any of the following symptoms:
  + Cough
  + Shortness of breath or difficulty breathing
  + Fever
  + Chills
  + Muscle pain
  + Sore throat
  + New loss of taste or smell

If an employee arrives at work with symptoms, they will be isolated outside and then instructed to contact their healthcare provider and report back to their supervisor when they have more information. The safety officer will convey the information regarding when they can return to work as outlined in the topic “**Employee Has Symptoms That May Indicate COVID-19”**

**Appendix B - Enhanced Sanitizing SOP**

**Purpose:** Determine assignment and scope of work for enhanced sanitizing procedures.

**Process:** The scheduled manager will be responsible for assigning responsibility of continuous sanitization throughout the day. Sanitization commences prior to business hours and concludes after the last customer area has been vacated.

Door pushpads and pulls

POS stations

Restrooms door handles, sink counters, toilet flush handles

Tables and chairs

**Appendix C - Government Resources**

**Disability Insurance**

If you’re unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional) Short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy.

Approximately 60-70 percent of wages (depending on income); ranges from $50-$1,300 a week for up to 52 weeks.

**Paid Family Leave**

If you’re unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional)

Up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.

Approximately 60-70 percent of wages (depending on income); ranges from $50-$1,300 a week for up to 6 weeks.

**Unemployment Insurance** (and any extended UI benefits programs)

If you have lost your job or have had your hours reduced for reasons related to COVID-19

Partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own.

Range from $40-$450 per week for up to 26 weeks. (plus additional weeks under extended UI benefits programs).

**Pandemic Unemployment Assistance**

If you have lost your job or business or have had your hours or services reduced for reasons related to COVID-19.

Partial wage replacement benefit payments for business owners, self-employed, independent contractors, those who have limited work history, those who have collected all UI benefits for which they are eligible, and others not eligible for regular UI benefits who are unemployed, partially unemployed, unable to work or unavailable to work as a direct result of COVID- 19.

Range from $167-$450 per week for up to 39 weeks.

**California Paid Sick Leave**

If you or a family member are sick or for preventive care, including when civil authorities recommend quarantine, isolation, or stay-at-home

The leave you have accumulated or your employer has provided to you under the Paid Sick Leave law. This may be 1 hour accrued for every 30 hours worked or 3 days/24 hours provided per year; employer may cap accrual at 48 hours and use at 3 days or 24 hours, whichever is greater, within a 12 month period.

Paid to you at your regular rate of pay or an average based on the past 90 days.

**California COVID-19 Supplemental Paid Sick Leave for Food Sector Workers (Executive Order N-51-20)**

If you are a “Food Sector Worker” and are (1) subject to a governmental quarantine or isolation order related to COVID- 19, (2) advised by a health care provider to self-quarantine or self-isolate due to COVID-19 concerns, or (3) are prohibited from working by the Worker’s Hiring Entity due to COVID-19-related health concerns.

Up to 80 hours of supplemental paid sick leave for Food Sector Workers who work for hiring entities with 500 or more employees in the United States.

Paid to you at your regular rate of pay, the state minimum wage, or the local minimum wage, whichever is higher.

**Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave**

If you are unable to work (or telework) because:

(1) You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

(2) You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

(3) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.

(4) You are caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).

(5) You are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.

(6) You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services. Up to 80 hours of paid sick leave for employees who work for public employers or private employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption from providing paid leave for child care.)

For employee: Higher of regular rate or minimum wage rate, not to exceed $511 per day and $5,110 in total

For family care: 2/3 of regular rate, not to exceed $200 per day and $2,000 in total

**Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Family & Medical Leave**

If you are unable to work (or telework) because you are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.

Up to an additional 10 weeks of paid leave for employees who work for public employers or private employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption.)

2/3 of regular rate, not to exceed $200 per day and $10,000 total

**Local Government Supplemental Paid Sick Leave for COVID-19**

If you live in the city of Los Angeles, unincorporated areas of Los Angeles County, San Francisco, or San Jose, you may be eligible for supplemental paid sick leave for COVID-19-related reasons if you are not covered by the FFCRA.

Up to 80 hours of supplemental paid sick leave for covered employees.

Varies by locality: LA City, Unincorporated LA County, San Francisco, San Jose.

**Workers’ Compensation**

If you reported to your employer’s worksite between March 19 and July 5, 2020 and tested positive or were diagnosed with a COVID-19-related illness, you may be eligible for workers’ compensation benefits under the Executive Order issued by Governor Newsom on May 6.

Under Executive Order N-62-20, you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when either you return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it’s going to.

TD generally pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered a permanent disability because of the illness.

**Employee Acknowledgement**

By writing and signing below, I am acknowledging that the contents of this COVID-19 Worksite Specific Plan were communicated to me by a Wine Estates LLC manager, that I have been made familiar with the contents of this document, and that I agree to follow the guidelines as outlined above.

Print Name Signature Date

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