

Operations Plan

for

**Vashon Pharmacy's Vaccination Clinics at
McMurray Middle and Vashon High Schools**

**Prepared by
the Vashon Vaccination Task Force***

*Authorship of this document includes representatives of Vashon Pharmacy, VashonBePrepared, and the Vashon Emergency Operations Center (EOC), Medical Reserve Corps (MRC), and Community Emergency Response Team (CERT).

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1. Introduction

Vashon Pharmacy operates influenza (flu) and COVID vaccination clinics at Vashon High School (VHS) and McMurray Middle School (McMurray) for school-aged students and school staff on Vashon Island. Vashon Pharmacy is supported in the school vaccination effort by VashonBePrepared; the Vashon Emergency Operations Center (EOC), Medical Reserve Corps (MRC), and Community Emergency Response Team (CERT); and Vashon Island School District (VISD). Parents/guardians who make an appointment may register their child for a flu vaccination, COVID vaccination, or both.

The goal of the vaccination clinics is to provide seasonal vaccinations to as many school-aged islanders as quickly as feasible while keeping students and clinic workers safe. Safety measures are in place, including:

- Clinic workers may be required to wear N95 masks, which are provided.
- Only students, student caregivers, parents/guardians of elementary-school-aged students, clinic workers, and school staff are allowed to enter the building.
- Doors to the outside are kept open to enhance ventilation.

1.1 Purpose and Scope

The purpose of this document is to describe the operations plan for Vashon Pharmacy's vaccination clinics at VHS and McMurray. The scope of the document is limited to the information clinic workers need to be able to work effectively and maintain student and worker safety.

2. Description of Worker Positions

Operation of the school clinic at VHS requires 6 positions filled by 15 workers, and the clinic at McMurray requires 6 positions filled by 17 workers.

- 1) 5 Vaccinators (licensed medical; includes the Lead Vaccinator, who is a pharmacy employee)
- 2) 3 (McMurray) or 2 (VHS) Outdoor Greeters (non-medical)
- 3) 4 Patient Registrars (non-medical)
- 4) 3 (McMurray) or 2 (VHS) Ushers (non-medical)
- 5) 1 Medical Director (licensed medical) or Deputy Site Manager (non-medical)
- 6) 1 Site Manager (non-medical)

The positions of Vaccinator and Medical Director must be filled by people with medical training who are licensed. None of the other positions requires medical expertise. The approximate location where each position is stationed is shown in fig. 1 for VHS and fig. 2 for McMurray.

Note that as of 2025, we no longer routinely observe patients following vaccination and thus the position of Observer has been eliminated. (It was previously filled by a person with medical training, such as a current or former nurse or physician.)

- All clinic workers are required to maintain patient confidentiality.
- Only medically trained workers with a current license (nurses, physicians, pharmacists) may give medical advice. Medical questions directed at other workers have to be referred to medically trained workers with a current license. If in doubt, ask the Site Manager or Medical Director/Deputy Site Manager for guidance.

2.1 Vaccinator

This position requires medical training and a medical license. The person in this position may give medical advice.

- Wears a blue MRC vest.
- Confirms the name and date-of-birth (DOB) of the student.
- Verifies what vaccine(s) the student has requested (table 1).
- Asks applicable medical screening questions (Appendix 1).
- Administers the vaccine(s).
- **IMPORTANT:** Records vaccination(s) on the iPad.
- **ALSO IMPORTANT:** Puts the student's Patient Card in the bin provided for this purpose.
- If the student is more likely to have an adverse reaction, asks the student to take a seat at the Site Manager station for up to 30 minutes following vaccination, and alerts the Site Manager or Medical Director (if on site). If the student is observed by the Site Manager, the Site Manager will request assistance from a vaccinator or Medical Director if the student appears to be unwell.
- **IMPORTANT:** You may encounter students who refuse one or both vaccines. If this happens, 1) on the Patient Card, strike through the vaccine(s) the student refused and put the Patient Card in the designated bin, and 2) write the name of the student and the refused vaccine(s) on the form provided for this purpose (Appendix 3). The Site Manager will notify the parent/guardian of the failed vaccination(s).
- Provides medical assistance, as needed.
- At end of shift, returns bin with Patient Cards and the form that lists refusals to the Site Manager.
- → See checklist 6-1 for task details.

Note: The **Lead Vaccinator** is a pharmacy employee who has additional responsibilities. In case of diverging medical opinions, the Lead Vaccinator speaks for Vashon Pharmacy and is in charge of medical decisions at the vaccination clinic.

Table 1. Overview of vaccine information and availability at VHS and McMurray.

Vaccine Type	Name on RX label	Vaccine Code on iPad	Remarks
COVID for ages 12+	<i>Spikevax</i>	COVB	At VHS and McMurray
COVID for ages 3-11	<i>Moderna</i>	PEDC	Only at McMurray
Flu for ages 65+	<i>Fluad</i>	FLUHD	At VHS and McMurray, Lead Vaccinator has doses
Flu for ages 3-64	<i>Flucelvax</i>	FLU	At VHS and McMurray

2.2 Outdoor Greeter

This is a non-medical position. *The person in this position may not give medical advice.*

- Wears a yellow vest.
- Verifies that the student has an appointment by asking the student.
- Keeps students waiting in the hallway and outside in order of arrival, making sure there is no crowding at the Patient-Registrar desk.
- Explains to students that there are two registration desks, each covering a unique range of alphabetized last names. (The range is unknown until the morning of the clinic.)
- Makes sure only the student (plus caregiver or parent/guardian for elementary-school-age student) enters. Babies in carriers are OK.
 - Note: Outdoor Greeters and other workers are not allowed to babysit/watch young children brought by a parent/guardian. Announcements to parents/guardians have explained that school clinics are for students with appointments only. A parent/guardian who brings children without appointments can make a new appointment at Vashon Pharmacy for their child to receive a vaccination there on another day.
- Contacts the Site Manager or Medical Director/Deputy Site Manager via FRS radio for assistance, as needed. Student names and other private information are not shared by radio. Only two of the Outdoor Greeters will have an FRS radio.

2.3 Patient Registrar

This is a non-medical position. *The person in this position may not give medical advice.*

- Wears a yellow armband on the upper left arm.
- Verifies the student has an appointment.
- Verifies the vaccine(s) listed on the iPad and the Patient Card match.
- Checks the student in on the iPad and hands the student the Patient Card.
- Tells the student to take a seat in the waiting area until directed to move to a Vaccinator station. Tells the student to give their Patient Card to the Vaccinator.

Note: at McMurray, we will have two adjacent waiting areas: one for students 12 and older and another one for students under 12.
- Keeps the Patient Cards for students who did not check in for their appointment. The Site Manager will collect these Patient Cards at the end of the clinic. (Leftover Patient Cards should not be mixed with the ones that Vaccinators have collected.)

Note: when we get towards the end of a clinic (about 9:30?), please mark the names of students who have not yet checked in and run the list over to the school office so someone there can remind those students to come to the gym to be vaccinated. You will be provided with a paper patient list that can be used for that purpose.

2.4 Usher

This is a non-medical position. *The person in this position may not give medical advice.*

- Wears a yellow armband on the upper left arm.
- Manages student flow throughout the clinic, making sure students go to the proper stations and do not cut through the vaccination area. The locations visited by each student, in order, are (figures 1 and 2):
 - Registration desk
 - Waiting area (if vaccinator stations are full). *Note: at McMurray, we will have two adjacent waiting areas: one for students 12 and older and another one for students under 12.*
 - Vaccinator station
 - Building exit

2.5 Medical Director

This position is a Deputy Site Manager with medical training and a medical license. The person in this position may give medical advice.

- Wears a blue MRC vest.
- Fulfills the duties of a Deputy Site Manager (see next section).
- As needed, assists with any medical task.
- Acts as the designated medical response professional.

2.6 Site Manager & Deputy Site Manager

This is a non-medical position. *The person in this position may not give medical advice.*

- Wears a yellow armband on the upper left arm.
- The day prior to the clinic day:
 - Charges 8 iPads and 5 FRS radios.
 - Creates alphabetical MicroSoft Excel Patient List for the upcoming clinic (this can be done by Vashon Pharmacy or by others using the pharmacy's or Marijke's laptop computer). The Patient List may be printed for backup use in case the iPads are not operational.
 - Contacts parents/guardians of students with appointments whose information shows discrepancies or other issues.
 - Coordinates with Vashon Pharmacy to ensure that parents/guardians of students 8 or younger who have requested flu vaccinations have been informed of the CDC guidance regarding recommended second doses.
 - Collects Patient Cards from Vashon Pharmacy and files them for Registrar use.
- On clinic day:
 - Brings in charged iPads for Vaccinator stations (5) and Patient Registrar desks (2). Keeps one as a spare.
 - Brings in charged FRS radios for Outdoor Greeters (2), the Medical Director/Deputy Site Manager (1), and Site Manager (1). Keeps one as a spare.
 - Opens the gym doors to the outside to enhance ventilation.
 - Assists or finds someone to assist the Lead Vaccinator with setting up the Vaccinator stations.
 - Sets up or finds someone to set up overall signage, and the Patient Registrar and Site Manager's stations.

- Just prior to the start of the shift (see checklist 6-2 for pre-shift briefing task details):
 - Identifies the designated medical response professional and a backup for the upcoming shift. All workers will be told who this person and the backup are. Usually, the medical response professional and backup will be the Medical Director (if on site) and a Vaccinator.
 - Reminds all volunteers to sign in and out and wear the appropriate vest or armband.
 - Briefs Vaccinators and Patient Registrars by reviewing procedures and safety items.
 - Asks the Deputy Site Manager or another designated volunteer to brief the Outdoor Greeters and Ushers by reviewing procedures and safety items. Conducts an FRS radio test.
- During the shift:
 - Monitors FRS radio for requests for assistance from the Outdoor Greeters. Notifies the designated medical response professional if medical assistance is needed. Calls 911 if indicated.
 - Trouble-shoots, as needed.
- At the end of the shift:
 - Gathers the Patient Cards collected by the vaccinators and those left at the Registrar desks by no-shows. Patient cards from the Vaccinators and Patient Registrars need to be kept separate. Also collects the forms that list students who refused vaccines.
 - Coordinates with the Lead Vaccinator regarding removal of trash, disposal of papers to be shredded, and return of Patient Cards, needles, vaccines, etc. to the pharmacy.
- After the shift:
 - Notifies parents/guardians of unaccompanied students to let them know which vaccinations their child did or did not receive.

2.7 Miscellaneous Information

- Vashon Pharmacy will only vaccinate students ages 12 and older at the VHS clinic and ages 5 and older at the McMurray clinic.
- Students ages 8 and younger who have never received two flu vaccinations during the same flu season will need a second flu vaccination this season at least 4 weeks after the first vaccination. Parents/guardians of students ages 8 and younger were notified of this CDC guidance prior to the clinic. They can make an appointment for a second flu vaccination at Vashon Pharmacy or another provider.
- Records of student vaccinations received in Washington State (and a few other states) are available online at <https://myirmobile.com> . It may take several days for recent vaccinations to show.

3. Worker Check-In and Pre-Shift Briefings

3.1 Check-In Procedures

Volunteers must sign in and out at the designated area (TBD on clinic day), take and wear (if required by the Medical Director) a new N95 mask that is provided, and wear provided identifying clothing as follows:

- Vaccinators and the Medical Director (if on site) will wear blue MRC vests.
- Outdoor Greeters will wear yellow vests.
- All other volunteers will wear yellow armbands.

If you cannot report for duty, please contact one of the following people right away:

- Marijke van Heeswijk – cell: 206-393-7962
- Jim Bristow – cell: 415-378-8643

3.2 Pre-Shift Briefings

All volunteers who report for duty are expected to be familiar with their position descriptions (Section 2 in this document) and know the general lay-out and operations of the vaccination clinic as described. Immediately prior to starting their shifts, volunteers will be briefed and have an opportunity to ask questions.

4. Clinic Safety, Chain of Command, and Throughput

4.1 Safety

All volunteers are responsible for helping operate a safe clinic. Any volunteer who observes unsafe conditions for students or workers should notify the Site Manager or Medical Director/Deputy Site Manager right away. The Site Manager or Medical Director/Deputy Site Manager will evaluate the situation and act accordingly.

In case of a medical emergency outdoors, the Outdoor Greeter should notify the Medical Director (if on site) or Site Manager via FRS radio that medical assistance is needed. The Site Manager will immediately notify the designated medical response professional, and this person will respond. The Site Manager will follow the responding professional to the emergency and call 911 as needed, or if directed by the responding professional. The designated medical response professional and a backup will be identified before the start of each shift and all workers will be told who this person and the backup are. Medical emergencies that occur inside the vaccination area will be communicated in person first to the medical response professional or backup, and second to the Site Manager.

In case of any life-threatening emergency, medical or otherwise, a worker should call 911. Tell dispatch that you are calling from Vashon Island in King County and provide the street address. The address is printed on 911 signs that are posted outdoors and throughout the clinic.

4.2 Chain of Command

With a mixture of pharmacy and volunteer workers on site, the onsite pharmacy medical representative (Lead Vaccinator) is in charge of medical decisions. The Site Manager is in charge of non-medical decisions but consults with the onsite pharmacy representative. The pharmacist is consulted for a final decision if an issue/question cannot be resolved during the clinic by the onsite pharmacy representative and/or the Site Manager.

4.3 Throughput

The vaccination clinic as described in this plan is designed to administer flu and COVID vaccinations to up to 100 students per hour. This assumes that, on average, vaccinators need 3 minutes to administer two shots per student. Vaccinators should take the time they need with each student, however, and not rush. Because this is a mass vaccination clinic and the great urgency of original COVID vaccinations no longer exists, Vaccinators who encounter especially fearful students should not press to vaccinate. Instead, it is suggested they tell the student that we will recommend to their parent/guardian that they be vaccinated at a later date inside Vashon Pharmacy or at another provider. We will not be using private rooms to cajole fearful students into accepting vaccinations.

5. Figures

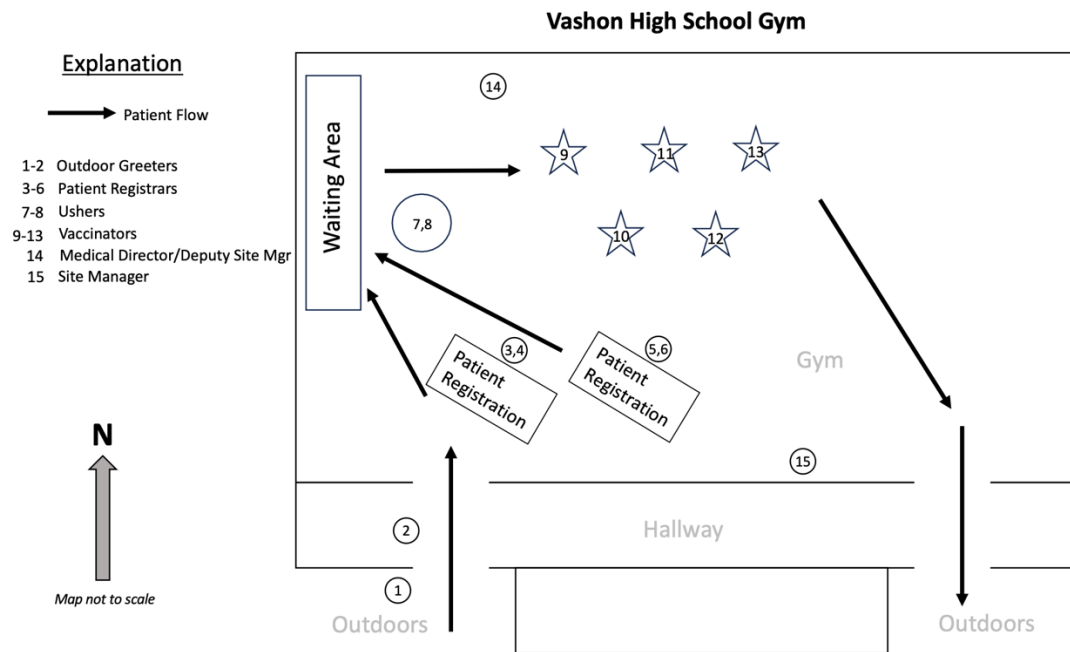


Figure 1. Map of vaccination clinic at Vashon High School gym.

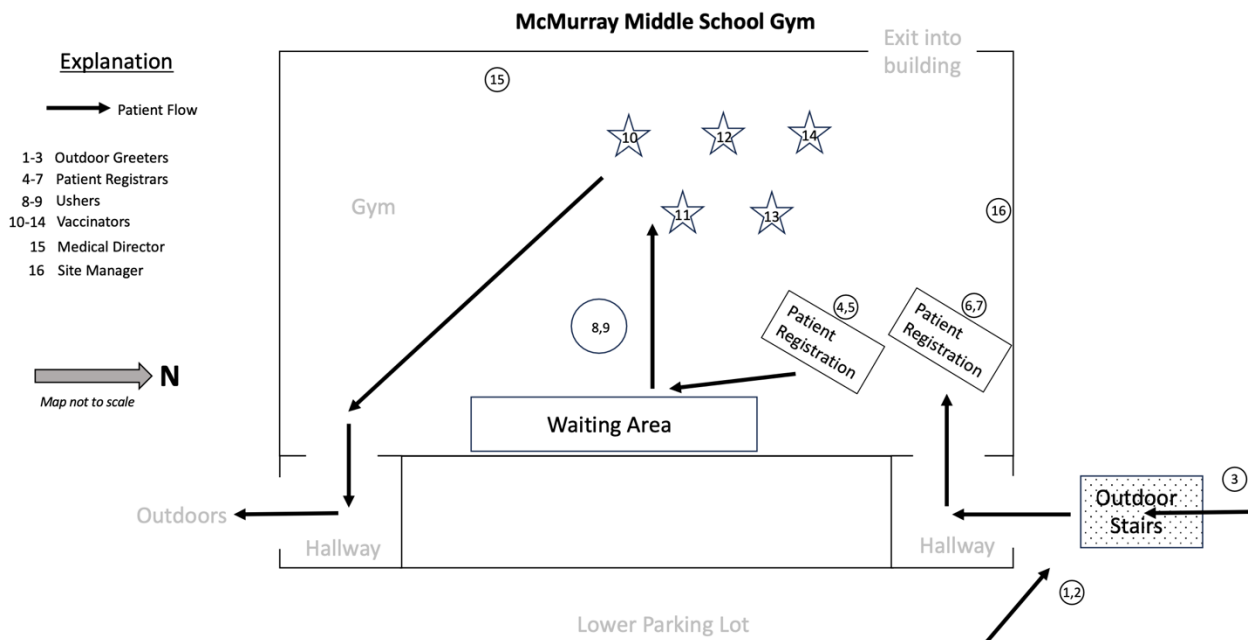


Figure 2. Map of vaccination clinic at McMurray Middle School gym.

6. Checklists for Tasks

Checklist 6-1. Checklist for Vaccinator

Checklist for Vaccinator

Prior to Start of Shift

- Know who is the designated medical response professional and backup.
- Verify vaccination station supplies are complete.

During Shift

- Verify identity and DOB of patient.
- Verify what vaccine(s) the student has requested. The iPad codes are:
COVB = Covid for 12+ **PEDC** = Covid for 3-11
FLU = Flu for 3-64 **FLUHD** = High-dose flu for 65+
- Ask pre-vaccination screening questions (see laminated sheet).
- Administer flu and/or COVID vaccine.
- Record vaccination(s) on iPad.
- Put Patient Card in the bin provided.
- If the student is high risk, ask the student to take a seat adjacent to the Site Administrator for up to 30 minutes. Notify the Site Administrator or Medical Director (if on site) that the student needs to be observed.
- Tell student how to recognize adverse reactions.
- If one or both vaccinations are refused:
On the Patient Card, strike through the refused vaccine, note the refusal on the form provided, and put the Patient Card in the bin provided.

At End of Shift

- Return bin with Patient Cards and the form documenting vaccine refusals to the Site Manager.

Checklist 6-2. Pre-Shift Briefing Checklist for Site Manager/Deputy Site Manager

Pre-Shift Briefing Checklist for Site Manager/Deputy Site Manager

The Site Manager or Deputy Site Manager first confirms who is the designated medical response professional and backup, and then briefs all volunteers prior to the start of the shift.

Pre-shift briefing of Vaccinators, Patient Registrars, Ushers, and Outdoor Greeters

- Confirms everyone has signed in and reminds everyone to sign out.
- Confirms everyone is wearing an N95 mask (if required) and either a blue vest (Vaccinators), yellow armband (Patient Registrars and Ushers), or yellow vest (Outdoor Greeters).
- Confirms everyone knows the Site Manager and Medical Director/Deputy Site Manager.
- Tells the group who is the designated medical response professional and backup.
- Makes sure the Site Manager, Medical Director/Deputy Site Manager, and Outdoor Greeters have an FRS radio, and asks a volunteer to conduct a test of the radios at the end of the briefing.
- Reviews emergency response procedures.
 - For medical: 1) Alert designated medical response professional or backup if the designated medical response professional is unavailable, 2) Alert Site Manager, who will follow the responding medical professional to call 911, if needed.
 - For non-medical: Alert Site Manager or Medical Director/Deputy Site Manager.
 - Normally, the Site Manager or Deputy Site Manager will call 911, but anyone can call if necessary. There's no harm in duplicate calls. When calling 911, read info from the posted 911 signs with the clinic address. Tell dispatch you are calling from Vashon Island in King County.
- Encourages the Outdoor Greeter and Usher groups to self-organize for clinic efficiency.
- Asks if anyone has questions about their assigned tasks.

7. Checklists for Supplies

Checklist 7-1. Checklist for Vaccinator-Station Supplies

This list is kept in each vaccinator bin.

Vaccinator Station Supplies

- Trays with vaccines
 - *VHS*: COVID for 12+, Standard flu for 3-64
 - *McMurray*: COVID for 3-11, COVID for 12+, Standard flu for 3-64
 - *For both VHS and McMurray*: the Lead Vaccinator will have some High-dose flu for 65+
- Sharps container
- Hand sanitizer
- Garbage box
- iPad with Patient List

Provided inside clear tub:

- Cotton balls
- Band aids (small & large)
- Alcohol wipes
- Gloves (S, M, L)
- Pens and sticky notes
- Container for storing receipts of prebilled vaccinations that were not administered
- Paper form for recording students who refused vaccines
- Laminated sheet: Pictures of vaccines on tap
- Laminated sheet: Signs of Adverse Reactions
- Laminated sheet: Pre-Vaccination Screening Questions
- Laminated sheet: 911 information

Checklist 7-2. Checklist for Patient-Registrar-Station Supplies

Patient Registrar Station Supplies

- iPad with patient list
- Pens, sticky notes, and stapler
- Box to hold materials for shredding
- Hand sanitizer
- Laminated sheet: 911 information

Checklist 7-3. Checklist for Site-Manager-Station Supplies

Items that Site Manager brings for others

- Hand sanitizer for each working surface (Registrars, Vaccinators, Site Manager)
- E-kit with juice packs (place centrally near the vaccinators and observer)
- Two containers with alphabetized Patient Cards
- Printouts of patient list (8 copies)

Items for Site Manager

- Pharmacy's or Marijke's laptop with connection to clinic database
- Extension cords, iPad and laptop charging cables
- Small box for materials to be shredded
- Office supplies (stapler, paper clips, sticky notes, many pens, sharpies, blue painter's tape, scotch tape, scissors, etc.)
- EOC/CERT/MRC sign-in sheets
- Paper registration forms for drop-ins (English and Spanish)
- Extra clipboards and pens
- Adverse effect handouts
- Large garbage bags
- N95 Masks (with red straps, other)
- MRC vests (7+), yellow vests (3+), ~10 yellow arm bands
- Paper towels
- Signage, yellow hazard tape
- Possibly: Sandwich boards and safety cones

Items to take overnight to prep for next school clinic

- iPads and charging cables
- FRS radios and charging cables

Checklist 7-4. Checklist for Emergency Kit (E-Kit)

Items to be Kept in the E-Kit

- EpiPens (adult & child)
- Smelling salts
- Oxygen meter
- Stethoscope
- Tongue depressor
- Tourniquet
- Diphenhydramine liquid
- Bandages and gauze
- Juice

8. Appendices

Appendix 1. Pre-Vaccination Screening Questions

Pre-Vaccination Screening Questions

For COVID vaccination:

1. **Are you feeling sick today?** If yes.....do not vaccinate.

But use your judgment: if the patient has a negative test result for COVID and if symptoms look like allergies, consider giving the vaccine.

2. **Have you had Covid-19 in the past 3 months?** If yes.....recommend they wait to be vaccinated for 3 months (90 days) after their infection. However, if the patient feels fine and wants to be vaccinated sooner, you may vaccinate.

3. **Any history of allergic response...**

- To **PEG** (Polyethylene glycol, such as laxatives, colon preps)? If yes.....do not vaccinate.
- To **Polysorbate** (IV steroids, film coated tablets)? If yes.....do not vaccinate.

4. **Any history of allergic reaction to any vaccine in the past that caused the patient to go to the hospital, have trouble breathing, or be treated with an EpiPen?**

If yes.....suggest the patient receive the vaccine in a doctor's office or hospital setting.

For high-dose flu vaccination (patients 65+):

The high-dose flu vaccine is egg-based. The CDC, however, says that patients with egg allergies may receive an egg-based flu vaccine. If the patient is uncomfortable with that choice, you may administer the regular-dose flu vaccine, which is not egg-based.

Appendix 2. Patient Handout with Potential Anaphylaxis Symptoms

Vashon Pharmacy recommends that you remain seated in the observation area for 15¹ minutes after receiving your vaccination. We will observe you during that time to make sure you have no adverse reaction to the vaccine.

Anaphylaxis is a rare, but severe, allergic reaction that can occur immediately after a vaccination. The risk of anaphylaxis after receiving the COVID-19 vaccine is very low, about 1 in 200,000.

Anaphylaxis symptoms may include:

- **Respiratory:** *The sensation of throat closing, shortness of breath, wheeze, cough;*
- **Gastrointestinal:** *Nausea, vomiting, diarrhea, abdominal pain;*
- **Cardiovascular:** *Dizziness, fainting, abnormally fast heart rate;*
- **Skin / Mucosal:** *Hives, itching, or swelling of lips, face, throat.*

If you experience any of these symptoms, **notify one of the clinic workers.**

La Farmacia de Vashon recomienda que permanezca usted sentado en el área de observación por 15² minutos después de recibir la vacuna. Queremos estar seguros de que no hay ninguna reacción a la vacuna.

Aunque la reacción es rara, ciertas personas presentan una reacción alérgica inmediatamente después de la vacuna. El riesgo después de recibir la vacuna de COVID-19 es muy bajo, como de 1/200,000 personas.

Los síntomas, pueden ser:

- **Respiratorios:** *Sienten que la garganta se les cierra, falta de aire, resuello o tos;*
- **Gastrointestinales:** *Náusea, vómito, diarrea, dolor abdominal;*
- **Cardiovasculares:** *Mareo, desmayo, un latido cardíaco muy acelerado;*
- **Piel / Mucosas:** *Urticaria o ronchas, comezón, labios, cara o garganta hinchados;*

Si tiene usted cualquiera de estos síntomas, **avísele a alguno de los trabajadores.**

¹ A few people need to be observed for 30 minutes. This determination is made on the basis of guidance from the Centers for Disease Control (CDC) and answers you provided in the online screening form.

² A algunas personas hay que observarlas por 30 minutos. Esto está determinado por las guías del Centro de Control y Prevención de Enfermedades (CDC) y las preguntas a las que respondió en el cuestionario.

Appendix 3. Form for Recording Students Refusing Vaccination

Record of Vaccination Refusals							
School Clinic Location:			Date:		Vaccinator Name:		
Last Name	First Name	DOB	Requested COVID?	Vaccinated for COVID?	Requested Flu?	Vaccinated for Flu?	Remarks
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
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			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	