



# **COVID-19 Guidelines and Procedures**

## **Evergreen School District 2020-2021**

## **Updated and Revised for 2021-2022**

**Working Document**  
**Lastest Updated on August 11, 2021**

These guidelines are based on guidance and recommendations from the Governor, Flathead City-County Health Department, Montana Office of Public Instruction, Centers for Disease Control and Prevention, American Academy of Pediatrics, the Montana High School Association, and additional resources, including review of numerous examples from other school districts in the state and country. Changes and updates will be made based on updated guidance and recommendations from those groups listed above.



# COVID-19 Guidelines and Procedures Evergreen School District 2020-2021

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# Evergreen School District

## COVID-19 Reopening Team

### 2020-2021

Location	Members
East Evergreen Elementary School	Sherry Odegard, Principal Michelle Mitchell, Counselor Abby Barnett, Behavior Specialist Teresa Makela, K-8 Librarian Mary Goldberg, 1st Grade Teacher, EEA President Jenny Baker, 4th Grade Teacher Cheryl LaPorte, Paraprofessional Amy Besaw, Paraprofessional, FECE President Mishelle Phillips, Paraprofessional, FECE Vice-President Sarah Reddig, Parent
Evergreen Junior High School	Kim Anderson, Principal Steve Mayhue, Assistant Principal Sarah Taylor, Counselor Kara Gronley, 7th/8th English Language Arts Teacher Jean Crofts, 6th Grade Teacher, EEA Vice-President Kurt Weber, 5th-8th Grade Music Teacher Dan Prickett, Technology Paraprofessional Carla Wilton, Parent
Evergreen Crossroads Program	Melissa Hardman, Principal Linda Bowman, 5th-6th Grade Teacher Crysta Pitcher, 4th Grade Teacher Tracy Park, Paraprofessional Dave Lillard, Parent
Evergreen School District	Laurie Barron, Superintendent Mary Meehan, Special Services Director Jennifer Doss, Instructional Coach Steve Windbigler, Maintenance Director Joan Jepsen, Food Services Manager Jacqueline Coorough, Administrative Assistant to the Superintendent TJ Wendt, Community Member-State Farm Agent



# Introduction and Overview

This document provides guidelines and procedures for a consistent approach to implementing the Evergreen School District Guidelines for Reopening Schools (see page 6).

Our goal continues to be to reopen school campuses with the health and safety of our students, staff, families, and community as our top priority. Our district has spent the last several months meeting with and/or researching information from multiple groups, agencies, and sources including, but not limited to, the Governor's office, Flathead City-County Health Department, Montana Office of Public Instruction, Centers for Disease Control and Prevention, American Academy of Pediatrics, the Montana High School Association, and local school leaders.

Using information from the groups listed above, our COVID-19 Reopening Team carefully reviewed and helped develop guidance for the specific areas of (1) Social, Emotional, and Behavior Needs, (2) Academic and Extracurricular Programming, (3) Physical and Structural Safety, (4) Special Education and 504 Considerations, and (5) School Nutrition Programs.

We will continue this process and update our Guidelines for Reopening Schools and/or our COVID-19 Guidelines and Procedures based on new guidance and recommendations from these groups. The guidance in this document reflects the best judgment of the Evergreen School District regarding the practices that schools should follow while taking into account local conditions and considerations.

The **requirements** in this document are actions that our local school district feels are necessary from the guidance that the Governor and the Flathead City-County Health Department are *requesting* schools to follow as they resume in-person instruction. In accordance with Evergreen School District's Guidelines for Reopening School, only those items labeled "requirements" in this document must be in place at our schools in order to proceed with in-person instruction.

The **recommendations** in this document are additional measures that the school may take to protect the health and safety of students, staff, and the community. Because of the uniqueness of each school in our district, not all recommendations can be implemented at all locations.

With careful consideration and implementation of these Guidelines and Procedures, we plan to reopen schools for in-person instruction with safety protocols in place, to help minimize the transmission of COVID-19, and to continue to work toward our mission of enabling students to become responsible citizens and lifelong learners by ensuring quality instruction in a nurturing environment.



# Guiding Principles

## **Evidence and Practiced-Based**

This document is based on a review of the scientific research and available data on COVID-19. Although there continues to be a wealth of information available, our health care industry continues to learn about this virus. We have reviewed the best evidence available at this point in time to create our recommendations.

## **Collaboration**

In developing this document, we are grateful for the collaboration of the Flathead City-County Health Department and medical professionals in our community. The questions and concerns we have heard from school superintendents, school staff, parents, and others; our partnership with valley school officials; and our local Evergreen School District staff members has also been incorporated into the development of this document. The input that we received has been invaluable in helping us consider the educational needs of staff and students in order to change our daily operations to protect and promote the health and safety of our community.

## **Practical**

During this pandemic, we realize that our schools face significant operational constraints, parents and teachers have a range of perspectives on the reopening of school campuses, and students themselves have a variety of educational and developmental needs. These perspectives are considered knowing the differences across our different school settings with the possibility of school operating through different phases in the upcoming academic year.

## **Flexible**

Given the evolving nature of the COVID-19 pandemic and the scientific information that could develop in the coming months, we expect that this document may need to be updated. This document was designed to provide direction while allowing schools to operate with flexibility based on their own constraints and resources.



# COVID-19 Operational Phases

## Evergreen School District Guidelines for Reopening Schools

(Revised August 12, 2020)

During the phased reopening, the Evergreen School District will continue to work toward its mission to enable students to become responsible citizens and lifelong learners by ensuring quality instruction in a nurturing environment.

	<b>Safety and Health Measures</b>	<b>On-site and/or Remote Learning</b>
<b>Phase 0</b> Stay at Home	<ul style="list-style-type: none"> <li>Food services provided remotely for all students</li> <li>All schools closed to public access</li> </ul>	<ul style="list-style-type: none"> <li>All instruction and learning will be remote</li> <li>No school activities or school-related travel</li> </ul>
<b>Phase I</b> Limited Student Access	<ul style="list-style-type: none"> <li>Food services provided remotely for all students</li> <li>Parental involvement in health screening required prior to school entry</li> <li>Health screening and hand sanitizing upon entry</li> <li>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</li> <li>Frequent sanitizing of physical space and equipment</li> <li>Face coverings required for students and staff when in the presence of others</li> <li>Public access to schools limited to essential school business (deliveries, contractors)</li> </ul>	<ul style="list-style-type: none"> <li>Primary delivery of instruction and learning will be remote</li> <li>Limited and targeted one-on-one and/or small group support for academic and/or social emotional support</li> <li>Accommodations extended to students and staff who are required to stay home due to COVID-19 related reasons</li> <li>No school activities or school-related travel</li> </ul>
<b>Phase II</b> Groups Size not to Exceed 50  Static Grouping Not Required	<ul style="list-style-type: none"> <li>Food services provided on site for all students</li> <li>Student groups allowed to mix, with gatherings not to exceed 50 students</li> <li>Parental involvement in health screening required prior to school entry</li> <li>Health screening and hand sanitizing upon entry when feasible</li> <li>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</li> <li>Frequent sanitizing of physical space and equipment</li> <li>Face coverings may be required for staff and may be required or strongly encouraged for students based on current recommendations or directives</li> <li>Public access to schools limited to school-related business (deliveries, contractors, guest speakers, trainers, curriculum-related activities)</li> </ul>	<ul style="list-style-type: none"> <li>Primary delivery of instruction and learning will be on site with traditional schedules</li> <li>For health related reasons, families may choose remote instruction and learning</li> <li>Accommodations extended to students and staff who are required to stay home due to COVID-19 related reasons</li> <li>School activities and school-related travel resume in compliance with limitations on crowd/group size, activity type, and health protocols</li> </ul>
<b>Phase III</b> No Limit on Group Size  Static Grouping Not Required	<ul style="list-style-type: none"> <li>Food services provided on site for all students</li> <li>Students rotate through schedules and routines as normal</li> <li>Parental involvement in health screening required prior to school entry</li> <li>Health screening and hand sanitizing upon entry when feasible</li> <li>Handwashing and germ transmission prevention pro-actively taught and frequently encouraged</li> <li>Frequent sanitizing of physical space and equipment</li> <li>Face coverings are at discretion of each individual</li> <li>Public access to schools available</li> </ul>	<ul style="list-style-type: none"> <li>Primary delivery of instruction and learning will be on site with traditional schedules</li> <li>Accommodations extended to students and staff who are required to stay home due to COVID-19 related reasons</li> <li>School activities and school-related travel resume</li> </ul>

These guidelines are based on guidance and recommendations from the Governor, Flathead City-County Health Department, Montana Office of Public Instruction, Centers for Disease Control and Prevention, American Academy of Pediatrics, and/or additional resources, including review of numerous examples from other school districts in the state and country. Changes and updates will be made based on updated guidance and recommendations from those groups listed above.

The directive to change from one phase to another could be on short notice and may need to be implemented within a very short period of time.



# How to Protect Yourself and Others

## Know How it Spreads

- There is currently no vaccine to prevent COVID-19. (2020-2021)
- 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](#).
  - The virus spreads 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.
  - The virus spreads between people who are in close contact (within about six feet).
  - COVID-19 may be spread by people who are not showing symptoms.

## Get Vaccinated

- COVID-19 vaccinations are approved for people age 12 and up.
- Vaccines may be obtained through local pharmacies and the County Health Department.
- Consult your medical provider to find out if the vaccine is right for you.
- Schools may offer vaccine clinics to eligible staff and students in conjunction with the County Health Department and/or Logan Health.

## Avoid Close Contact

- Avoid close contact with people who are sick.
- Put distance between yourself and other people outside of your home.
  - [Stay at least six feet \(about two arms' length\) from other people](#) when feasible.
  - Remember that some people without symptoms may be able to spread the virus.
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

## Wear a Cloth Face Covering Around Others (see page 14 for more information)

- To reduce the spread of COVID-19, the CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other physical/social distancing measures are difficult to maintain.
- Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people.
- Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including physical/social distancing, frequent handwashing, and cleaning, not touching your face, and disinfecting frequently touched surfaces.
- The cloth face coverings recommended here are not surgical masks or respirators. Currently, those are critical supplies that should be reserved for healthcare workers and other first responders.
- Even when wearing a cloth face cover, continue to keep as much distance between yourself and others, when feasible.

## Wash Your Hands Often

- [Wash your hands](#) 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 60% 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.

## Cover Coughs and Sneezes

- If you are around others and do not have your 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 and do not spit.
- 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.



# How to Protect Yourself and Others

## **Clean and Disinfect**

- Clean and disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

## **Monitor Your Health**

- It is important to monitor your own health for symptoms related to COVID-19, including but not limited to: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit.
- If you experience any of these symptoms, you should stay home until you are symptom free or contact your local health care provider for additional guidance.





# Prevention

Common strategies to reduce the risk of disease transmission in schools and other community settings include:

1. Maximize the physical distance between people,
2. Avoid large gatherings,
3. Reduce hands touching physical objects,
4. Avoid handshakes and high-fives,
5. Avoid sharing materials,
6. Respect others,
7. Stay home when feeling sick,
8. Use measures to minimize dispersion of droplets and aerosols (e.g., face coverings)
9. Wash your hands often, and
10. Cough and sneeze in a tissue or use your elbow/sleeve.
11. Vaccination. Because the relative contribution of each of these measures is reducing the spread of COVID-19 is not yet clear, public health experts have generally recommended that they be used collectively when possible.

Because the relative contribution of each of these measures in reducing the spread of COVID-19 is not yet clear, public health experts generally recommend they be used collectively when possible.

These strategies may be easier or harder to implement in different age groups or settings; therefore the requirements, recommendations, and considerations for minimizing disease transmission on school campuses vary by age group. It will be important, however, that Evergreen School District emphasizes and educates all members of our school communities on the 10 strategies that promote ***Do Your Part to Stay in School.***

## A. Physical Distancing

### 1. General

#### ***Requirements***

- Communicate with all staff and families regarding physical/social distancing.
- Work to create environments where the maximum amount of physical/social distancing can be achieved. The recommended six feet of distance between individuals may not always be feasible. In all situations, students, staff, and approved visitors/volunteers/vendors are expected to self-monitor their own behavior in order to ensure safe and sanitary practices.
- Post signage reminding students and staff about physical/social distancing in prominent locations throughout each school campus. (2020-2021)
- Depending on the Operational Phase, allow only necessary visitors and volunteers on the campus, and limit the number of students and staff who come into contact with them.
- For outside organizations utilizing school facilities outside of school hours, ensure that they follow all required health and safety measures.

### 2. Arrival and Departure

#### ***Requirements***

- Minimize close contact between students, staff, families, and the community at arrival and departure.
- Use as many entrances/exits as can be supervised appropriately to decrease crowding at entries/exits.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. If leaving the car is necessary, wait outside the building, and follow physical/social distancing guidelines. Only a single parent or caregiver should enter the building to pick up or drop off when in-person communication must occur.
- Provide supervision to disperse student gatherings during school arrival and departure.
- Divide before school gathering areas into sections that allow for as small as a group as possible (no more than 50 in Phase II) to congregate. Follow physical/social distancing guidelines while in groups.

#### ***Considerations***

- Place markings on the ground to facilitate physical/social distancing of six feet or more at all school entries and exits and crosswalks near the school.



- Have parents drop students off as close to the start of school time and avoid early arrival when possible.

## Prevention

### 3. Classroom Settings

#### *Requirements*

- All Grades
  - Provide three additional PIR days before school starts for teacher preparation. (2021-2021)
  - Ensure students and staff remain in assigned classrooms, mixing only when appropriate according to phase opening guidelines.
  - Reduce transmission risk by maximizing the space between student desks/center areas with a goal (not requirement) of at least six feet of separation.
  - Distance staff desks at least six feet away from students to minimize adult-to-child transmission.
  - Remove unnecessary items in the classroom that prohibit the appropriate distancing of classroom desks and tables used by students.
  - Assign seating arrangements for students in order to ensure that close contacts within classrooms are minimized and easily identifiable.
  - Make seating chart access readily available for every classroom. If seating changes need to be made, update seating charts on the day of the change with the date identifying when the change occurred. Upload seating charts to shared Google Drive in case it is needed for after hours contact tracing.
  - Arrange classroom desks and tables to allow students to face the same direction.

#### *Recommendations*

- Preschool through 4th Grades
  - Practice physical/social distancing (and face covering use at discretion of each individual 2021-2022) when applicable. Given the social and educational needs of this age group, physical/social distancing and face coverings may be difficult to enforce. Minimizing the total number of contacts is the primary mechanism of risk reduction.
- 5th through 8th Grades
  - Keep students at least six feet apart when possible.
  - Establish stable grade level movement without mixing different grade levels when possible.
- All Grades
  - Keep class sizes as small as practicable.
  - Ensure adequate supplies to minimize sharing of high-touch materials when practicable, or limit use of supplies and equipment to one group of students at a time, and clean and disinfect between uses.
  - Keep students' belongings separate so that students do not come in contact with others' belongings.
  - Reduce the amount of furniture/equipment in classrooms to facilitate distancing and reduce high-touch surfaces.
  - Increase ventilation by increasing outdoor air circulation (e.g., opening windows) or keeping high-efficiency air circulation units on. (Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility, e.g., pollen, smoke, etc.). Ensure HVAC systems run at a capacity to allow a full air exchange every 20 minutes where applicable.
  - Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical/social distancing within groups to the extent practicable. Face coverings should be optional during exercise. Activities should promote physical/social distancing and minimize person-to-person contact. Some classes may take place in the classroom setting when appropriate. Teach routines and procedural expectations with the intention to accommodate physical/social distancing and safe practices. Make a locker room plan to reduce the number of students in the locker room at any one time.
  - Music: Evaluate typical performances to support health and safety guidelines. Limits on crowd size may result in streaming performances. More in-class small performances may need to be used until formal concerts can be scheduled again. Focus will continue to be on music fundamentals: reading music, rhythm activities, notation, and literacy. Do not share music notation or folders. Spread out as much as possible when singing and never sing into the back of someone. Large spaces not typically used for rehearsals should be explored (gyms, outside space). Full singing should be avoided in general music classrooms. Humming with mouth closed is an acceptable form of



# Prevention

performing music at all levels. Limit physical activity (i.e., dancing) unless there is enough space to physical/social distance. Limit the number of students singing at one time to 8-12 students, unless the rehearsal space is large enough to spread everyone out in a single row. Special attention to distancing should be taken into account for large scale ensemble singing. If distancing for increased velocity and distance of airborne particles cannot be achieved, this type of ensemble should not be done at this time. Ways to move air in music classrooms should be explored.

## *Considerations*

- Use non-classroom space for instruction (including regular use of outdoor space, gyms, cafeterias, etc.), if doing so will allow for greater distancing between students.
- Place markings on classroom floors and common areas to facilitate physical/social distancing (teachers desks, drinking fountains, etc.).
- Use desk shields to limit exposure between and among students and teachers.

## **4. Large Gathering Areas**

### *Recommendations*

- Restrooms: Stagger restroom use by groups of students to the extent practicable and/or assign certain groups of students to use certain restrooms.
- Libraries: Stagger group use of libraries. For scheduled groups, follow classroom guidelines for student distancing and desk placement. Minimize students touching books as they pursue their literature of choice. Post markers on the floor to encourage physical/social distancing. Instruct students and staff to return all items to a secure location outside of the library entrance. Isolate all returned items for a minimum of 72 hours, at which point items need to be disinfected before being returned to the shelf. Keep doors and windows open when possible.
- Cafeterias: Teach routines and procedural expectations with intention to accommodate physical/social distancing and safe practices. Divide the cafeteria into quadrants of groups of 50 or less (2020-2021). Students within their cohort group should be placed six feet apart, if feasible, and in their assigned seat. Cohort groups should be placed as far away as possible, trying to be no less than six feet apart. **It is also a necessity for contact tracing to provide a seating chart during every lunch period.** Seating charts will be kept and updated at the building level. Seating chart changes will be corrected on the chart and dated on the day the change occurred. Students and staff will be required to wear face coverings while in line if physical/social distancing cannot be achieved (2020-2021).
- Playgrounds: Consider holding recess activities in separated areas designated by class and/or grade level. Limit the use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical/social distancing. Sanitization of playground equipment will occur on a scheduled basis.
- Lockers: Minimize use of lockers to avoid unnecessary mixing and congregating of students in hallways and/or pods.
- Hallways: Teach routines and procedural expectations to accommodate physical/social distancing and safe practices. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit campus, stagger passing times when necessary and practical, and establish designated one-way walking/passage areas. When one way traffic is not possible, use signage and markers to indicate traffic flow.
- Staff Break Rooms: Consider closing break rooms or limiting the number of staff who can be in the break room at a given time (especially rooms that are small) to allow for physical/social distancing. Encourage or require staff to eat meals outdoors or in large, well ventilated spaces.
- Labs: Consider students having their own required equipment and/or devices (i.e., safety glasses, calculators etc.). For those that use school district items, clean and sanitize before and after each use. Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable. Have students wash or sanitize their hands upon entry and exit.
- School Offices: Space staff at least six feet apart. Place markings on the ground to facilitate physical/social distancing of six feet or more for visitors. For small foyer entrances, place signage indicating entering only if no others are currently inside. Install sneeze guards to limit exposure between office staff and others. (2020-2021)



# Prevention

## 5. Bus Transportation for Field Trips, Activities, and Athletics

### **Requirements**

- Ensure at least six feet of distance between the bus driver and students when seated. (2020-2021)
- Maximize physical/social distancing between students by limiting available seats to the extent practicable.
- Seat one student to a seat when practical.
- Note attendance on a seating chart to support contact tracing.
- Seat students from the same family and/or the same classroom together whenever possible.
- Thoroughly clean and disinfect each bus after each trip.
- Ride with windows down when appropriate.
- Have no more than 50 riders on a bus to and from an event. (2020-2021)
- Required face coverings for driver and all riders.

### **Considerations**

- Use floor decals/colored tape to indicate to students where they should not sit or stand near the bus operator.

## B. Instruction

### **Requirements**

- Provide three additional pupil instruction related (PIR) days before school starts for teacher preparation. (2020-2021)
- Set up and use “Google Classroom” and “Google Meet” in case of immediate school shut-downs (all teachers).
- Set up and use “Remind” for parent communication during remote instruction.
- Communicate the weekly schedule to students and families in remote learning.
- Include times for remote students to login to whole group lessons with class and assignments.
- Be ready to accommodate alternative schedules with short notice depending on new directives.
- Be prepared for on-line remote learning and instruction that may be required in the place of face-to-face instruction due to an emergency closure.
- Establish an “on-line” presence with students during the first two weeks of the school year for students on-site and for students participating in remote learning.
- Continue to develop on-line routines on a consistent basis during in-person instruction.
- Emphasize social/emotional support and building relationships.
- Remove face coverings while teaching as long as there is six feet or more of distance between the teacher and any other person in the setting. (2020-2021)
- Hire three full time temporary substitutes for at least the first quarter (one per building) to assist with staff and students needs at each building. (2020-2021)

### **Recommendations**

- Teach and reinforce routines and procedural expectations, with intention, within content classes and common areas to accommodate physical distancing and safe practices.
- Utilize virtual meetings for students, parents, and colleagues when possible.

## C. Hygiene Measures

### 1. General Strategies/Behaviors to be Taught to Reduce Spread

#### **Requirements**

- Teach and reinforce that employees and students who are sick stay home.
- Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds, and increase monitoring to ensure adherence among younger students.
- Teach and reinforce if soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Teach and reinforce to cover coughs and sneezes with a tissue.
- Teach and reinforce that used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Teach and reinforce the use of face coverings based on [CDC Guidance on Use of Masks to Help Slow the Spread of COVID-19 cloth face coverings](#). (2020-2021)



# Prevention

## 2. Face Coverings

### Requirements (2020-2021)

- The Evergreen School District will provide a face covering to staff and students.
- All staff and students are required to wear face coverings as directed in [Governor Bullock's August 12, 2020 Directive Extending Mandatory Use of Face Coverings to School Settings](#).
- Also see [Governor Bullock's original July 15, 2020 Face Covering Directive](#).
- A key excerpt from the Governor's August 12, 2020 Directive:

*Therefore, in accordance with the authority vested in me under the Constitution, Article VI, Sections 4 and 13, and the laws of the State of Montana, Title 10, Chapter 3 and Title 50, Chapter 1, MCA, and other applicable provisions of the Constitution and Montana law, I hereby direct the following measures be in place in the State of Montana, effective immediately:*

  1. *The July 15 Directive providing for the mandatory use of face coverings in certain settings is hereby amended to require the use of face coverings, as detailed in that directive, in all public and private K-12 schools in counties with four or more active cases.*
  2. *All provisions set forth in the July 15 Directive apply to public and private K-12 schools.*
  3. *Indoor school spaces are considered indoor spaces open to the public.*
  4. *School-related outdoor activities are considered organized outdoor activities.*
  5. *All provisions of the July 15 Directive remain in effect except as expressly amended by this Directive.*
- Face coverings must be school appropriate and may include a fabric, paper, or disposable face covering that covers the nose and mouth and which does not have an exhalation valve. "Face covering" includes face shields.
- Exceptions to Face Coverings:
  - children under the age of five. All children between the ages of two and four, however, are strongly encouraged to wear a face covering in accordance with the provisions of this Directive. Children under the age of two should not wear a face covering;
  - persons consuming food or drinks in an establishment that offers food or drinks for sale;
  - persons engaged in an activity that makes wearing a face covering impractical or unsafe, such as strenuous physical exercise or swimming;
  - persons seeking to communicate with someone who is hearing impaired;
  - persons giving a speech or engaging in an artistic, cultural, musical, or theatrical performance for an audience, provided the audience is separated by at least six feet of distance;
  - persons temporarily removing their face covering for identification purposes;
  - persons required to remove face coverings for the purpose of receiving medical evaluation, diagnosis, or treatment; or
  - persons who have a medical condition precluding the safe wearing of a face covering.
- From Governor's Office on August 20, 2020:
  - ***While children are encouraged to wear masks at all times, schools may allow children to remove their masks if they are seated and socially distanced in a classroom.*** This is a narrow allowance. Social distancing is defined as having 6 feet of spacing from any other person-in other words, ***this flexibility is permissible only where such spacing is strictly observed.*** Doing so may require reduced classroom capacity. ***The flexibility described here applies only to classrooms where social distancing can occur and when children are seated at their desks. If a teacher is working one on one with a student, both teacher and student must wear a mask. If students are working in small groups, they must be wearing masks.***
  - Teachers giving a lecture in front of a classroom does qualify under Section 4 Exception that says, "persons giving a speech or engaging in an artistic, cultural, musical, or theatrical performance for an audience, provided the audience is separated by at least six feet of distance."
- Follow [Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools](#)
- Follow [CDC Guidance on Use of Masks to Help Slow the Spread of COVID-19](#)
- Encourage those wearing face coverings to avoid touching eyes, nose, and mouth when putting on or taking off the covering and to wash hands immediately after removing face coverings.
- Incorporate mask breaks during snack time, lunch, and outdoor time if able to maintain physical/social distancing of six feet apart.





### **Requirements (2021-2022)**

- These requirements are subject to change based on current recommendations from the Governor, CDC, or County Health Department.
- Consider [CDC Guidance on Use of Masks to Help Slow the Spread of COVID-19](#)
- “Face covering” means a fabric, paper, or disposable face covering that covers the nose and mouth. The term “face covering” includes face shields.
- Encourage those wearing face coverings to avoid touching eyes, nose, and mouth when putting on or taking off the covering and to wash hands immediately after removing face coverings.

## **Prevention**

### **3. Other Hygiene Measures**

#### **Requirements**

- After using proper handwashing technique, avoiding contact with one’s eyes, nose, and mouth and cover coughs and sneezes.
- Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, and (face coverings 2020-2021) and hand sanitizers for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible.
- Minimize staff and student contact with high-touch surfaces. If supervised, entry and exit doors may be propped open during arrival and exit times or when deemed safe during the school day.

#### **Recommendations**

- Monitor and model handwashing, particularly for lower grade levels.
- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing and sneezing. Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
- Suspend or modify use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and use hydration stations. Encourage the use of personal reusable water bottles.

## **D. Cleaning and Maintenance**

It will be important for all of us to understand that in order to keep our buildings clean it will take a collective effort from every member of the district (staff, students, families, visitors, etc.). To put all the cleaning efforts on custodial staff is not practical during this pandemic. Please understand the importance of a collective effort as we keep our facilities clean and safe.

### **1. General**

#### **Requirements**

- Multiple times a day, clean and disinfect touched hard surfaces (tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance. See: [Cleaning and Disinfecting I](#), [Cleaning and Disinfecting II](#)
- Junior high students will sanitize their learning space upon entering each classroom, each period, each day. Elementary students may assist with sanitizing at the discretion of a supervising staff member.
- Depending on the content area, additional sanitizing protocols will be established and followed.



### ***Recommendations***

- Use the Environmental Protection Agency (EPA) approved list of cleaning products and follow product instructions.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh air as much as possible, for example, by opening windows where practicable.
- After an illness, limit access to areas used by the sick person (a student's desk or a staff member's office) until cleaned and disinfected.

### ***Considerations***

- Limit use of items that are difficult to clean and sanitize.
- Establish a cleaning and disinfecting schedule to avoid both under and over use of cleaning products.



# Prevention

## ***Additional Information for Cleaning and Maintenance***

Staff have spent a considerable amount of time researching what the various government agencies are recommending as well as what other school districts around the region, state, and country are doing.

Using Elementary and Secondary School Emergency Relief (ESSER) Funds and Coronavirus Relief Funds (CRF), the following are additional steps we are taking to keep students and staff safe (some items specific to 2020-2021):

- Hiring three full time temporary sanitation engineers to sanitize during the school day
- Installing hand washing stations in the East Evergreen Elementary School gym/cafeteria
- Replaced 1<sup>st</sup> grade and kindergarten classroom faucets for improved handwashing
- Replaced air filters in air handlers with MERV 13 rated filters
- Converting drinking fountains (where possible) to water bottle fill only
- Ordered gym divider curtain to decrease large student group interaction for the Junior High
- Ordered three ionized misters to sanitize rooms and busses
- Ordered Plexiglass shields for each building office counter
- Placing five automatic hand sanitizer stations in building entries
- Obtained 75 gallons of hand sanitizer from the county
- Have 115 large and 40 mini pump hand sanitizers in stock
- Ordered 900 desk shields for student desks in all areas
- Ordered a 288 fifty count and 200 eighty count alcohol wipes for cleaning desk shields and devices
- Ordered 13,550 disposable masks in various sizes for students and staff
- Ordered 850 KN95 masks
- Ordered 40 N95 masks
- Ordered 100 washable medical gowns
- Ordered 2,283 cloth masks
- Ordered 463 face shields
- Ordered individual water bottles for sports teams
- Switched cleaning solution for all hard surfaces to a quaternary disinfectant
- Ordered 216 eighty count and 54 five hundred count Clorox style wipes for hard surfaces
- Ordered 1500 disposable gloves
- Ordered 20 non-contact thermometers
- Ordered 300 boxes of facial tissue
- Posting signage for all buildings to promote health and safety practices

Additional items will be secured if and as needed.

All ordered items have either been received or are expected to be received prior to the start of school.

We will be working with teachers and administrators to set up classrooms to implement physical/social distancing and cohort teaching where feasible and applicable.





# Prevention

## 2. Classroom Technology

### *Requirements*

- Completely power down the device to be cleaned.
- Use only district provided alcohol wipes for cleaning devices.
- Avoid abrasive cloths, towels, paper towels, or similar items. Microfiber is best for drying off the device.
- Avoid excessive wiping on glass screens to preserve the coating that repels oils from hands and fingers. Limit use of Smart Boards to the teacher, pending recommendations for sanitation from the vendor.
- Disinfect any flexible cables (power cord, keyboard and USB cables, etc.) that you come in contact with.
- Disinfect your device regularly, in particular, if another user will be in contact after you.
- Disinfect shared devices immediately after use (visitor check-in computers, copiers, and network printers).

## E. Food Services

### *Requirements*

- Refer to Physical Distancing section for requirements regarding physical/social distancing in cafeterias and food service areas.
- Follow all requirements issued by the Flathead City-County Health Department to prevent transmission of COVID-19 in food facilities.
- Serve all meals in a manner that allows for the least risk of transmission.
- Do not serve salad bar type meals where multiple students and staff would be using the same utensil to transfer food to their tray.
- Avoid sharing foods and utensils and buffet or family-style meals.

### *Recommendations*

- Serve meals in alternative areas (outside seating, hallways, porches, multi-purpose rooms, classrooms) to appropriately physical/social distance when practicable.

## F. Activities, Athletics, and School Events

### 1. Activities

#### *Requirements*

- Follow Classroom Settings and Large Gathering Areas requirements and recommendations.
- Make a storage plan (e.g., instrument closets), if applicable, to reduce number of students in area at one time. signage
- Have no more than 50 riders on a bus to and from an event.
- Complete health screenings for all participants and coaches prior to boarding a bus for away trips.
- Complete health screenings for all participants and advisors/coaches prior to a home event.
- Wear face coverings on activity buses (all riders).
- Follow additional guidance provided by the [MHSA](#) for all activities.

#### *Considerations*

- Consider if activities can be conducted outdoors, virtually, or while maintaining physical/social distance.

### 2. Athletics

#### *Requirement*

- Follow the guidance and operation mandates provided by the [Montana High School Association](#).
- Make a locker room plan to reduce the number of athletes in the locker room at one time.
- Have no more than 50 riders on a bus to and from an event.
- Complete health screenings for all participants and coaches prior to boarding a bus for away trips. (2020-2021)
- Complete health screenings for all participants and advisors/coaches prior to a home event. (2020-2021)
- Wear face coverings on activity buses (all riders).
- While waiting on the sideline, bench, or other designated area for play, wear face coverings (all athletes and coaches). For those just coming out of the field of play, face coverings will be required after participants have sufficient time to recover. (2020-2021)
- Remove face coverings while coaching as long as there is six feet or more of distance between the coach and



any other person in the setting. (2020-2021)

- Additional guidance may be provided by the [MHSA](#) for all activities.

## Prevention

### 3. School Events

#### *Requirements*

- Preschool through 4th Grades
  - Field trips, assemblies, and other gatherings may be permitted under the appropriate Phase of School Operations (Phase II - 50 or less on a bus, Phase III - Full bus capacity).
  - If not in phase III, students of different classrooms should not mix if feasible. If classrooms attend field trips together, classroom cohorts must remain at least 25 feet apart from each other.
- 5th through 8th Grades
  - Field trips, assemblies, and other gatherings may be permitted under the appropriate Phase of School Operations (Phase II - 50 or less on a bus, Phase III - Full bus capacity).
  - Field trips, assemblies, and other gatherings may be permitted to the extent allowed under any applicable requirements for gatherings according to community regulations.
- All Grades:
  - Staff and leaders are expected to think differently about how they host events with care taken on how items are distributed to students.

#### *Recommendations*

- Maximize the number of school events that can be held outside.
- Minimize events involving on-campus visitors interacting with staff or students.



# Monitoring

## A. Health Screenings

Health screenings refer to symptoms screening, temperature screening, or combination of both. Although temperature screening for COVID-19 has become a widespread practice in a variety of business and community settings, its limited effectiveness may be outweighed by potential harms. With respect to COVID-19, the CDC acknowledges that “fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals.” This is because people with COVID-19 can infect others before they become ill. Some people with COVID-19 never become ill but can still infect others, and fever may not be the first symptom to appear.

There are also several drawbacks and limitations to temperature screening, including inaccurate results, potential risks to the personnel who are measuring temperatures, and significant logistical challenges and costs. Temperature screening may additionally lead to delays in the start of the school day and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. For these reasons, temperature screening is not a requirement for schools.

### *Requirements*

- Post signs at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- Self-screen for symptoms each day (all staff and students). Staff and parents or guardians of students will conduct symptom screening at home, prior to arrival on any school campus. Alternatively, symptom screening can occur on-site via self reporting, visual inspection, or a symptom screening questionnaire if the person exhibits COVID-19 symptoms or self reports symptoms. Symptom screening may be performed by any staff member.
- Temperature screening of students and staff is not required. If temperature screening is performed, contactless thermometers will be used.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100 or higher must be sent home immediately until the student or staff is symptom and fever free without medication for at least 24 hours and possibly until testing and/or medical evaluation has been conducted.
- See Evergreen School District Safe Practices for Staff, Students, and Families on the following page.



# Monitoring

## Evergreen School District Safe Practices for Staff, Students, and Families Updated September 1, 2020

To reduce communicable disease risk, it is imperative that we follow safe infection control practices as identified by the CDC and Flathead City-County Health Department in order to help keep ourselves, our students, our families, and our communities healthy. We should assume that there is potential for community spread of COVID-19 in the Flathead Valley and use every effort to reduce risk of contracting or spreading communicable illness of any kind.

**BEFORE arriving on an Evergreen campus school site: Parents, students, and staff should ask themselves the following questions about anyone who will be arriving on campus:**

- ☐ **Is my temperature 100.0 ° F or higher?**
- ☐ **Has my temperature been 100.0 ° F or higher in the past 24 hours?**
- ☐ **Do I have any symptoms of illness?**
  - ☐ These may be but are not limited to: coughing, headache, sneezing, sore throat, runny nose, nausea, vomiting, diarrhea, dizziness, shortness of breath, chest or nasal congestion, earache, swollen glands, new loss of taste or smell.
- ☐ **Have I been asked in the last 14 days to remain in quarantine for COVID-19 testing, diagnosis, or treatment?**

If you answer **YES to any of the following, please stay home** and seek healthcare provider guidance if symptoms worsen or you need treatment.

**Symptom screening may be performed by any staff member as well once a student arrives on campus.**



# Monitoring

## A. COVID-19 Testing and Reporting

### *Requirements*

- Require students and staff to be symptom free without fever reducing medication for 24 hours before returning to school. Seek physician guidance as soon as possible if symptoms continue.
- If tested for COVID-19, staff and students should remain home until results are known.
- Positive test results:
  - Parents and staff notify school administration immediately if the student or staff tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19, the staff or student will be required to quarantine for 10 days and have fever resolution for three days and improvement in respiratory symptoms. Return to school or work will be granted when the infected individual meets Flathead City-County Health Department criteria to discontinue home isolation.
- Negative test results:
  - Asymptomatic non-household close contact to a COVID-19 case should remain home for a total of 10 days from date of last exposure even if they test negative per health department direction.
  - Asymptomatic household contacts should remain at home until 10 days after last contact with lab confirmed COVID-19 positive household member.

### *Recommendations*

- In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- For illnesses not related to COVID-19, students and staff should be symptom free without fever reducing medication for 24 hours before returning to school.



# Response to Suspected or Confirmed COVID-19 Cases and Close Contacts

## ***Requirements***

### Suspected COVID-19 Case(s):

- Hire three full time temporary office health aides (one per building) to assist with basic staff and student health needs and contact tracing during the school day (2020-2021).
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. Any staff or student exhibiting symptoms should immediately be required to wear a face covering (2020-2021) and wait in isolation until assessed and potentially transported home or to a healthcare facility as soon as practicable.
- Wear PPE (face coverings 2020-2021) in accordance with CDC guidelines (N95 mask, face shield, gloves, etc.) if working with or caring for someone exhibiting symptoms (all staff).
- For serious illness, call 9-1-1 without delay.

### Confirmed COVID-19 Case(s):

- All COVID-19 positive cases will be reported to the Flathead City-County Health Department. The health department and/or deputized administrators will conduct contact tracing for non-vaccinated individuals. If the health department has not contacted individuals, go about everyday operations as usual.
- School personnel should notify the building principal and the district designee (Jacqueline Coorough, administrative assistant to the Superintendent) immediately of any positive COVID-19 case.
- Close off the area of any sick person, and do not use before cleaning and disinfection. To reduce risk of exposure use personal protective equipment (gloves, face covering (2020-2021)).
- When Flathead City-County Health Department requests information from any Evergreen School District building, provide necessary information via secure fax or email.
- The school district will not be notifying parents or staff of COVID-19 related illness due to compliance with federal laws regarding personal confidentiality.

### Returning to School after Having Suspected Signs of COVID-19 or a Positive COVID-19 Test:

- See [CDC's Ending Home Isolation](#) and [CDC School Isolation Protocols](#)

### Staff or students may return to school:

- At least 10 days since symptoms first appeared AND
- At least 24 hours with no fever without fever reducing medication AND
- Symptoms improved OR
- It has been at least 24 hours with no fever, symptoms have improved, and student or staff received is released by the health department and provides confirmation to the school in a health provider's note.

### Staff or students who had a positive COVID-19 test but had NO symptoms may return to school:

- 10 days since being tested, during which they had NO symptoms

### Staff or students who had a positive COVID-19 test but had NO symptoms, but then developed symptoms, may return to school:

- At least 10 days since symptoms first appeared AND
- At least 24 hours with no fever without fever reducing medication AND
- Symptoms improved

Staff or students who are confirmed to have COVID-19 need to be released from isolation by the Flathead City-County Health Department and notify the school and submit documentation that they have been released prior to returning.



# Response to Suspected or Confirmed COVID-19 Cases and Close Contacts

## When to Quarantine:

- Anyone who has been in close contact with someone who has COVID-19 should quarantine, including those who previously had COVID-19 and who have taken a serologic (antibody) test and have antibodies to the virus.

## Close Contact:

- You were within six feet for at least 15 minutes of someone who has COVID-19.
- You provided care at home to someone who has COVID-19.
- You had direct physical contact with someone who has COVID-19 (touched, hugged, or kissed them).
- You shared eating or drinking utensils with someone who has COVID-19.
- Someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.



# Response to Illnesses Unrelated to COVID-19

It is widely known that people come down with common illnesses such as the common cold, pink eye, the flu, etc. With these cases, symptoms can still be evident while people are no longer contagious. It is also known that you can have symptoms of illnesses that are not related to an illness, such as allergies, that make a person sneeze or cough. It is important that we take measured responses to common illnesses.

## ***Requirements***

- The Flathead City- County Health Department recommends that symptomatic employees and students should be symptom free without fever reducing medication for 24 hours before returning to school.





# Remote Instruction and Learning Guidelines

For 2020-2021 School Year Only

## Pandemic Remote Learning Guidelines

If you intend to support your son or daughter with remote learning at home this fall, please review the following expectations and information. Please carefully review [Remote Instruction and Learning Q & A](#) to help answer questions you may have.

### General Information

- Students choosing remote learning will only be allowed to return back to full time face-to-face instruction at the start of each quarter.
- Students are not eligible for a combination of remote learning and face-to-face instruction.
- Students must have the means to access remote courses and complete work as assigned. This includes meeting course deadlines.
- Traditional grading practices will be used and reported on report cards and transcripts.
- For students who have an IEP or 504, the district will help determine if the accommodations and support can be delivered remotely or need modifications.
- All students choosing remote instruction and learning will be eligible for MHSA sanctioned activities.

### Limited Electives or Related Academic Choices

It is important to understand that the academic choices in remote learning will be limited when compared to traditional, onsite instruction.

### Standards, Behaviors, and Expectations for Remote Learning

#### Students

- Adhere to the code of conduct of your school, and behave with integrity and honesty while participating in remote learning.
- Read and acknowledge the district Acceptable Use Policy regarding technology and the internet.
- Attend all mandatory class meetings as required by your remote instructor(s).
- Complete all coursework on time.
- Communicate with your instructor(s) in a professional and respectful manner.
- Seek help from your instructor(s) as needed.
- Failure to complete work assigned may result in a "no evidence" or "novice."

#### Parents

- Provide your student with a safe and appropriate place to work while at home.
- Be aware of all course/assignment deadlines and facilitate the return of work at required times.
- Encourage your student to seek help when not understanding content.
- Ensure that all tests and appropriate work is done by your student without the aid of others.
- Communicate academic concerns with remote learning instructor(s) as needed.
- A student's employment or other activities should not interfere with regular attendance and coursework completion.

### Acknowledgement and Registration Information

Registering my child for remote learning reflects my full acknowledgement and understanding of the information in this document. I also understand that the success of remote learning is a cooperative effort between the student, parents, and the teacher. You will complete this registration through an online survey.



## Additional Resource and Guidance Documents

**Governor's Plan for Reopening Safe and Healthy Schools for Montana**

<https://drive.google.com/file/d/1Diulk4xOE4q209Mh5Vxfi1nao1LE3Y3T/view>

**Montana Office of Public Instruction Reopening Montana Schools Guidance**

<http://opi.mt.gov/Portals/182/COVID-19/Reopening%20MT%20Schools%20Guidance-Final.pdf?ver=2020-07-02-114033-897>

**American Academy of Pediatrics**

[COVID-19 Planning Considerations: Return to In-person Education in Schools](#)

**Children's Hospital Colorado Risk-Based Approach to Reopening Schools Amid COVID-19**

<https://www.childrenscolorado.org/49eee6/globalassets/community/reopening-schools-during-covid19.pdf>

**School Counselors Association and National Association of School Psychologists**

[School Reentry Considerations Supporting Student Social and Emotional Learning and Mental and Behavioral Health Amidst COVID-19](#)

**National Federation of State High School Associations (NFHS) and Sports Medicine Advisory Committee (SMAC), May 2020**

[Guidance for Opening up High School Athletics and Activities](#)