

NORDHEIM INDEPENDENT SCHOOL DISTRICT

**RETURN TO IN PERSON  
INSTRUCTION AND CONTINUITY  
OF SERVICE PLAN**

*2021-2022*



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## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES?

## FOUR PRACTICES

NISD will:

1. Provide notice to parents.
2. Implement practices to prevent the virus from entering the school.
3. Respond to a lab-confirmed case in the school.
4. Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus.

## EXPOSURE DEFINED

Close contact being directly exposed to infectious secretions (e.g., being coughed on); **or** being within 3 feet for a cumulative duration of 15 minutes;

**If either** occurred at any time in the last 14 days at the same time the infected individual was infectious at least two days prior to symptom onset, **or** in the case of asymptomatic individuals who are lab-confirmed with COVID-19 two days prior to the confirming lab test.

# SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

## PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	June	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	July	<ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC, TEA, Texas Governor, and applicable state and local agencies</li> </ul>
Phase 3	Aug/Sept	<ul style="list-style-type: none"> <li>• Open school</li> <li>• Expand full operation based on recommendations and data from CDC, TEA, Texas Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul>

## VISITOR RESTRICTIONS

NISD will limit normal visitation to our campuses at this time. Only NISD employees are allowed on campus during preparation for reopening. Individuals proceeding beyond the reception area will be subject to the following guidelines: visitors -MAY be screened, virtual meetings will be available when possible, visitors and staff will maintain physical distancing for ARD and other meetings in conference areas.

## TRAVEL RESTRICTIONS

NISD Travel will be pre-approved by the office of the Superintendent. We will minimize non-essential travel throughout the year.

## EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore Throat
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential. Teachers and staff must report if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must report if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

## HANDOUT: SELF-SCREENING PROTOCOL

Parents must ensure they do not send their student to school if the child has COVID19 symptoms or is lab-confirmed with COVID19, PLEASE CHECK WITH OFFICE TO DISCUSS STUDENTS WORK PICKUP.

## TRANSPORTATION CHECKLISTS

All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks or shields at all times. The driver's temperature must be checked and documented before the start of each route.

## HANDOUT: TRANSPORTATION SANITATION CHECKLIST

1. Hand sanitizer will be at the entry of all buses.
2. Students in the same household will be required to sit together.

3. For routes where students sit in close proximity within the bus, students MAY wear masks or face shields while on the bus.
4. When possible, windows will be open to allow outside air to circulate throughout the bus.

## HEALTH PROTOCOL

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.

Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

A point person on each campus will be identified. The point person will use screening data to track those who do not pass the screening and determine the day when the student/employee can return to campus as outlined in this guidebook under stay at home or self-isolation procedures.

Self-isolation is defined staying at home and isolating while at home. This applies to individuals who are symptomatic and/or lab-confirmed. If the individual has symptoms, but doesn't think it's COVID, the individual can end self-isolation with a medical professional's diagnosis that the symptoms are something other than COVID or by obtaining an acute infection test.

## TESTED POSITIVE FOR COVID-19 or SUSPECTED WITH COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID19; or (b) experience the symptoms of COVID19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

### **Return to work/school criteria:**

1. At least one day (24 hours) has passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the three criteria listed above have been met.

If the individual has symptoms that could be COVID19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location that comes back negative for COVID-19 COVID.

Schools have the ability to prevent anyone who either does not complete or does not pass screening form entering their campus. More information on screening protocols and potential screening tools is included in this guidebook.

## IDENTIFYING POSSIBLE COVID19 CASES ON CAMPUS

NISD will immediately separate any student who shows COVID19 symptoms while at school until the student can be picked up by the parent or guardian.

NISD will clean the areas used by the individual who shows COVID19 symptoms while at school (student, teacher, or staff) as soon as feasible.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID19.

## PRACTICES TO RESPOND TO A LAB CONFIRMED CASE IN THE SCHOOL

### LOCAL HEALTH DEPARTMENT NOTIFIED

If an individual who has been in a school is lab confirmed to have COVID19, the school must notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements and FERPA.

### AREAS CLOSED FOR CLEARING

NISD will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the nonporous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.

### ALERT NOTIFICATIOIS ARE SENT

Consistent with our school notification requirements, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all student in a school if a lab-confirmed COVID19 case is identified among students, teachers, or staff who participate on any on campus activities.

## GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this

rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. NISD's Admin department
3. You will work with Admin to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
5. NISD recommends the student, teacher, staff, or visitor should stay at home through the 14 day incubation period, check temperature twice a day and watch for symptoms of COVID-19. If the individual experiences symptoms, they must stay at home until the conditions outlined below have been met.
  - At least one day (24 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  - You have improved in respiratory symptoms (cough, shortness of breath, etc); and
  - At least 10 days have passed since symptoms first occurred

## SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. NISD employees, students, parents, and visitors should practice staying approximately 3 feet away from others and eliminating contact with others.

## CLOSE CONTACT (DEFINED)

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 3 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)



In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks will be optional.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

## SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. NISD has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The NISD Custodial Team will clean all workspaces at their designated cleaning time.

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

## FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## **GENERAL DISINFECTION MEASURES**

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

## GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. NISD will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep clearing, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. NISD will close off areas that were heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those

areas can be disinfected, unless more than 3 days have already passed since that person was on campus.

2. Notification: NISD will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID19 case is identified among students, teachers or staff who participate in any on-campus activities.

## FOOD DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to NISD.

## PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL

1. NISD will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
3. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
4. Confirm a supply of gloves and other protective gear
5. Touchless thermometers on-site for employee and student screening
6. Students, staff, teachers, and visitors should be encouraged to sanitize and/or wash hands frequently. NISD encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating.

## STUDENT AND TEACHER GROUPINGS

Where feasible without disrupting the educational experience, NISD will encourage students to practice social distancing.

1. In classroom spaces that allow it, we will consider placing student desks a minimum of six feet apart when possible.
2. In classrooms where students are regularly within six feet of one another, NISD will plan for more frequent hand washing and/or hand sanitizing.

## ENTRY AND EXIT

Campuses will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity. Assigning students to entries to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, parents are encouraged to remain outside during drop off and dismissal.

## STUDENT ARRIVAL AND DISMISSAL

We ask that parents avoid early drop offs in the mornings. No earlier than 7:20am. Students who arrive by bus will enter at the cafeteria entrance. Students in 1<sup>st</sup> – 12<sup>th</sup> grade who arrive by car will enter the front entrance. Pre-Kindergarten and Kindergarten who arrive by car will enter at the gate behind their building. Parents/guardians will not be able to leave their cars or enter the building. We ask that parents make appointments and if necessary, return at a time when students and staff are inside the classrooms. At dismissal, students will be staggered in groups to holding locations or taken to buses in stages to decrease the risk of potential crowding outside at dismissal time. Pre-Kindergarten and Kindergarten will be picked up at the gate behind their building. If a need arises that you need to pick up your child before the end of school day, please call ahead your child can be sent or accompanied to parent vehicles upon arrival.

## BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days. Hand sanitizer will be provided at the entry of all buses. When possible, windows will be opened to allow outside air to circulate the bus. Parents are encouraged to drop students off, carpool, or walk their student to school to reduce possible virus exposure on buses.

## COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form**.
- The nurse and others attending the suspected infected person, should also wear a protective mask while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*

- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

## LOCKER ROOMS

While in locker rooms, students are to stay 3 from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

## VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

## CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served individually plated meals and will be spaced throughout the cafeteria to create distance between students.

No parents/visitors during lunch for at this time. A lunch visitor process will be developed for parents and guardians at a later date. Cafeteria staff will be trained in COVID-19 safety protocols. Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria each period. All cafeteria staff will be wearing masks and gloves while serving students. High surface areas will be disinfected between service periods and use.

NISD will utilize outdoor picnic spaces (weather permitting) and common areas of the buildings to allow for adequate dining space.

## MODIFIED ARRANGEMENTS

- Space seating/desk at least 3 feet apart when feasible

- Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses
- Provide physical guides, signs on wall, to ensure that staff and children remain at least 3 feet apart in lines and at other times.

## SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

## STAFF AND STUDENT TRAINING

It is very important that all employees and students understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

- 1.** Teachers, students, and parents need to check their email often.
- 2.** Visit our district website
- 3.** Schoology for Grades PK-12

## II. ACADEMICS AND HOME-BASED LEARNING

### PARENT COMMITMENT

Parents will be asked to commit to either on campus or remote instruction no earlier than two weeks before the start of the school year. NISD may choose to limit the student's return to an on-campus setting at the end of a grading period. The district will not require a student to remain in remote instruction for more than one grading period. However, a student who begins receiving remote instruction as a result of staying at home to isolate from COVID19 exposure should be permitted to return to campus at the end of their isolation period, as opposed to the end of a grading period.

### GRADING POLICY

#### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located in the student handbook. Grading policy will be the same for home learning as it is for on-campus learning.

#### Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure, will be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy. A Grade Placement Committee (GPC) will be formed for any student at risk for being retained.

### RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2021-2022, we will follow the guidelines below for receiving and returning student work.

The district will use Schoology as Learning Management System for PK-12. Schoology will be our main communication method for parents to be able to contact the classroom teachers.

If the family is able to access the internet, effectively all activities should be done online, which will eliminate any public health risk associated with providing instructional support.

## PATHWAYS FOR ONLINE INSTRUCTION

The framework below outlines two primary pathways for the school and families to assess and evaluate. As more details evolve, the district will share via the district website and email. As NISD prepares for a new school year, we will continue to monitor and follow local, state, and federal requirements.

- 1. Pathway 1: Students and Staff Return On Time and On Campus August 25th** We are preparing for re-entry. The buildings, classrooms, and teachers are preparing instruction and safety protocols for our students to be on campus. A safety protocol plan will be published on the website for all stakeholders to review. Pathway 1 means students will return to the classroom on September 2<sup>nd</sup> depending on closure orders from national, state, or local agencies. Having all students on campus is our goal. It is the best instructional approach allowing us to meet student needs- academically, socially, and emotionally. Students attending instruction on campus will also have the ability to participate in extracurricular activities.
  
- 2. Pathway 2: Remote Learning (Technology Required)**
  - **Asynchronous Instruction: NISD will use Asynchronous Instruction**

### **Texas Education Agency System of Student-Focused Checks and Balances**

1. Daily attendance will be taken.
2. Remote work will be graded consistent with on campus practices.
3. Academic accountability returns in 2020-21.

## ATTENDANCE AND ENROLLMENT

Per Texas Education Code TEC, 25.092, students must attend 90% of a course in order to be awarded credit for the course and/or to be promoted to the next grade level. This requirement remains in force during the 2020-21 school year. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.

## TECHNOLOGY DEVICES AGREEMENT

Technology devices will be issued to families requesting a device and signing the **District Issued Device Agreement Form**. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection



plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed.

### **III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING**

Participation in extracurricular activities on campus must align with UIL and non-UIL activities. Use of facilities must be done consistently with the governor's executive orders. NISD will plan for entry, exit, and transition procedures that reduce large group gatherings. Staggering start and end times, assigning students to enter or dismiss from different entrances/exits, and social distancing will be enforced. Parents are encouraged to remain outside during drop-off and pick-up.

#### **ATHLETICS, AG, and MORE**

When feasible and appropriate, it is preferable for students to gather outside, rather than inside, because of likely reduced risk of virus spread outdoors. NISD will continue to offer extracurricular activities at our discretion and consistent with TEA's guidance and with the guidance of UIL.

NISD will consider eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together. Consideration is based on local conditions and health advice.

Students and staff will be trained in COVID19 safety protocols. All participants, coaches, and directors will follow rules established by the University Interscholastic League (UIL) and the Texas Education Agency (TEA).

Physical education is required every day. Exercise hand sanitizer hygiene before and after participating. We will use outdoor activities as the weather permits and facilities allow.