

YUPIIT SCHOOL DISTRICT SMART START PLAN

IN RESPONSE TO COVID-19



YUPIIT SCHOOL DISTRICT: SMART START PLAN

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SUMMARY OF CHANGES

The following revisions were made from the previous version:

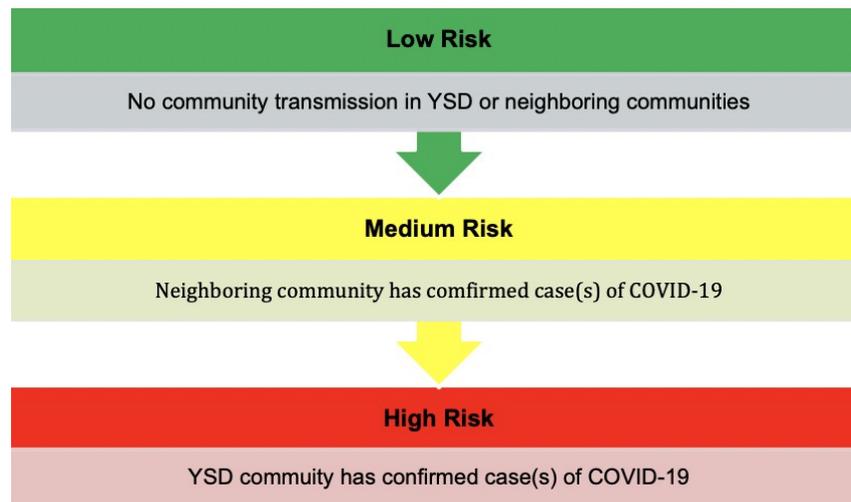
- Updated plan based on newest guidance from CDC and YKHC to allow in person instruction for all students.

This version of the Yupiit School District’s Smart Start Plan is dated July 23, 2021

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.

The Yupiit School District has built this plan based on the Smart Start template developed by the Alaska Department of Education and Early Development. It is the district’s intention to move between Low, Medium, and High risks levels, identified below, as needed based on available information related to COVID-19. Please keep in mind that this plan is subject to change given local, state and federal guidance.



GUIDING PRINCIPLES

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

1. Constituent safety measures
2. Health guidelines
3. Procedures and protocols related to COVID-19

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	June	<ul style="list-style-type: none"> ● Supplies, equipment ● Prepare detailed work schedule for phases ● Prepare building for reopen with thorough cleaning
Phase 1	Late July	<ul style="list-style-type: none"> ● Implement social distancing protocol and open facilities with limited access/use
Phase 2	Late July, Early August	<ul style="list-style-type: none"> ● Expand use of school based on recommendations and data from CDC, DEED, Alaska Governor, and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> ● Open school ● Expand full operation based on recommendations and data from CDC, DEED, Alaska Governor, and applicable local and state agencies ● Determine what restrictions/guidelines stay in place
Phase 4	Ongoing	<ul style="list-style-type: none"> ● Continuously assess for YSDs risk assessment placement

I. SAFETY OF STUDENTS, STAFF, & VISITORS

EMPLOYEE EXPECTATIONS

RETURNING TO YSD

All staff must return to the district by their contract date. If staff members leave their respective villages for personal reasons, they are responsible for all travel expenses.

TRAVEL PRECAUTIONS RETURNING TO YSD

Employees are reminded to follow the Centers for Disease Control and Prevention (CDC) travel guidance regarding COVID-19. Employees are also encouraged to:

- Practice good hygiene, such as washing hands regularly, including directly before and after completing the security screening process.
- Maintain a social distance of three-six feet wherever possible.
- Remove belts and all personal items from your pockets such as wallets, keys or phones before you enter the checkpoint queue and place them in your carry-on bag.
- Wear a face covering during the screening process. You may be asked to adjust your mask for ID verification or to remove it for secondary screening.
- Remove food items from carry-on bags and place in bin for screening.
- Travelers may be directed outside of the checkpoint to remove or repack items (e.g., laptops, liquids, gels, aerosols and large electronics).

Employees who believe they may have been in contact with a person who has COVID-19 should consult with their healthcare provider. Employees who have tested positive for COVID-19 should seek medical attention and follow the guidance of their healthcare provider and local health department.

[Click here for a short video](#) on tips for traveling during the COVID-19 pandemic.

ARRIVAL IN THE VILLAGE

All staff must abide by local tribal mandates which may vary by village. Some villages may require testing before entering the village and/or a quarantine. Each village will have a designated expeditor who will deliver packages, food, mail, etc. to those in quarantine. Site administrators will designate the site expeditor.

- ***Upon entering the village, staff are required to quarantine (5 days - modified): staff are permitted to travel to the school, work in his/her classroom/office and avoid interacting with students and other staff.***
- When not in school, staff will stay in their homes.
- Staff will not walk around the village.

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- Staff will not interact with members of the village.
- Staff will not go to the store.
- Staff will not go to the post office.
- Staff will not go to the clinic unless they are in urgent need medical attention.

- If non-staff members reside in the household, they are expected to abide by quarantine guidelines as well.

SHIPPING, SHOPPING, AND RELATED SERVICES

The Yupiit School District suggests staff ship food and other items to themselves at the school. Items will be delivered to quarantine staff as the packages arrive at the school. The school addresses are as follows:

Akiachak School	Akiak School	Tuluksak School
PO Box 51189 Akiachak, AK 99551	PO Box 49 Akiak, AK 99552	PO Box 115 Tuluksak, AK 99679

Please address all packages as follows:

YOUR NAME, TEACHER

SCHOOL NAME

PO BOX _____

CITY, AK, ZIP CODE

As a reminder, there are a few resources staff may want to take advantage of:

- AC Bethel- You can now order online and have items shipped to you within two days.
- Full Circle- Ships weekly or bi-weekly boxes of fresh produce and more
- Meyers Farm- located in Bethel, great for fresh produce.
- You can also ship items from Amazon, Target, Fred Meyer, Walmart, etc.

EMPLOYEE AND STUDENT SAFETY

EMPLOYEE HEALTH AND WELLNESS

Each village the Yupiit School District serves has a local health clinic. Their contact information is listed below:

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Akiachak	Akiak	Tuluksak
(907) 825-4011	(907) 765-7125	(907) 695-6991
Yukon-Kuskokwim Health Corporation (YKHC)		
<p>If you someone in your household has respiratory symptoms, call your village clinic or COVID-19 hotline at 543-6949 before seeking care. The COVID-19 hotline is staffed Monday-Friday, 6 a.m. – 10 p.m.</p> <p>Website: https://www.ykhc.org/covid-19/</p>		

Yupiiit School District employees have the option to subscribe to the District’s health insurance program. Below are key contacts that employees may take advantage of:

YSD Health Insurance Contact Information	
Medical, Dental and Vision Meritain Customer Service	1.866.808.2609 www.meritain.com
Insurance Company POS II Provider Network	1.800.343.3140 www.aetna.com/docfind/custom/mymeritain
Prescription Drugs Script World Customer Service	1.877.468.6592
Office Visit via Mobile Device at no Cost Teledoc 24/7	1.800.362.2667 www.MyDrConsult.com

The Yupiiit School District also highly encourages all employees to purchase air evacuation insurance for emergencies:

Company	Cost	Contact
LifeMed Alaska	\$49/year	Kimberly- 1-800-478-5433 https://www.lifemedalaska.com/
AirMedCare	\$120	855-408-3787 https://www.airmedcarenetwork.com/alaska

COVID-19 TESTING

Some tribes may require a negative test prior to entering the village.

EMPLOYEE, STUDENT & VISITOR SCREENING AND PROTOCOLS

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting temperature checks.

Low Risk	Medium Risk	High Risk
<p>Daily temperature screenings are conducted upon arrival for all employees and students. Employees and students with temperatures at or above 100.4 will be sent home. The employee or the parent/guardian must call the clinic for screening with a provider, who will decide if testing is appropriate and what next steps should be taken.</p> <p>Anyone entering the building is subject to a temperature screening and restriction from the building.</p> <p>Universal masking is required.</p>	<p>Daily temperature screenings are conducted upon arrival for all employees and students. Employees and students with temperatures at or above 100.4 will be sent home. The employee or the parent/guardian must call the clinic for screening with a provider, who will decide if testing is appropriate and what next steps should be taken.</p> <p>Anyone entering the building is subject to a temperature screening and restriction from the building.</p> <p>Universal masking is required.</p>	<p>Physical distancing of 3 feet or more required.</p> <p>Universal masking is required.</p>

STUDENT ARRIVAL

Low Risk	Medium Risk	High Risk
<p>The school building will open for students at 8:30 AM. Students will use the main entrance. Staff will be on hand in each location to conduct the daily health screenings.</p> <p>Students arriving after 9:05 need to check in at the main office for a tardy slip and a temperature check. Students may report directly to the cafeteria for breakfast or 1st period class.</p> <p>Universal masking is required.</p>	<p>The school building will open for students at 8:30 AM. Students will use the main entrance. Staff will be on hand in each location to conduct the daily health screenings.</p> <p>Students arriving after 9:05 need to check in at the main office for a tardy slip and a temperature check. Students may report directly to the cafeteria for breakfast or 1st period class.</p> <p>Universal masking is required.</p>	<p>Physical distancing of 3 feet or more required.</p> <p>Universal masking is required.</p>

STUDENT DISMISSAL

Low Risk	Medium Risk	High Risk
<p>Students not under the direct supervision of a teacher or coach will be required to leave the building no later than 4:30. Students should exit the building and leave the school premise.</p> <p>Universal masking is required.</p>	<p>Students not under the direct supervision of a teacher or coach will be required to leave the building no later than 4:30. Students should exit the building and leave the school premise.</p> <p>Universal masking is required.</p>	<p>Physical distancing of 3 feet or more required.</p> <p>Universal masking is required.</p>

HEALTH PROTOCOL

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the health clinic for an exam. Employees returning to work from an approved COVID-19 medical leave should contact HR. Employees may be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID-19, they may return to work when all three criteria are met:

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

If an employee has symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that they have COVID-19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, 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 COVID-19, then follow their instructions.
 1. Your healthcare provider
 2. The Yupiit School District's HR department
 3. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call the health clinic in the village and let them know you have been exposed to COVID-19, then follow their instructions. You may also call YKHC in Bethel.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Universal masking for all staff and students is required.

In order to minimize to COVID-19, PPE must be worn according to CDC and YKHC guidelines.

Gloves: Gloves are optional. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing within reason should still be practiced even with the use of gloves and masks.

Even with the use of any optional PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer 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

Low Risk	Medium Risk	High Risk
Universal masking is required.	Universal masking is required.	Universal masking is required.

The District will initially provide the following:

- A disposable mask for each student and staff member for each student contact day.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. The Yupiit School District will provide hand sanitizers throughout the workplace and in common areas. Custodial cleaning processes are outlined below.

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

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

FACILITIES CLEANING

The safety of our employees and students are our first priority. The Yupiit School District implemented a Custodial Plan for the three schools in 2019, this plan is updated yearly to incorporate new changes. Our Custodial program addresses the following:

- Public Relations: meeting expectations by local or state health inspectors, staff adjustment to support community activities, community events, etc.
- Safety Recommendations: through annual training, observations by staff, and safety meetings held regularly.
- Areas of coverage: to ensure our cleaning efforts are completed year-round.
- Cleaning Equipment and Uses: through training, gained on experience in different applications, etc.
- Good Communication Practices: use of email and written requests to our staff.
- Product information and proper use.
- Daily and Weekly Cleaning Schedules.

Walter E. Nelson of Western Washington, our janitorial supply contractor, provides us with up to date training and techniques related to the specific cleaning supplies ordered for use in our school buildings. Their representatives bring a lot of experience to assist us with efficient use of chemical solutions, use of PPE for personnel protection, custodial equipment support, etc.

If a facility has had a sick person or someone who tested positive for COVID-19 within the last 24 hours, clean and disinfect the space.

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With the COVID-19 outbreak, new cleaning practices have been created to address cleaning and sanitization of the touch-points and the overall cleanliness of the school. Cordless electrostatic backpack sprayers have been purchased to assist in the sanitization of the school. This electrostatic equipment will allow the custodians to daily spray all surfaces in the school to sanitize and disinfect, above the sanitization of the all touch points. The electrostatic cleaning should also help during flu season.

Changes made to the cleaning schedule which previous YSD teachers may notice will be as follows. The custodial plan has transferred our touch-point protocols to daily cleaning and moved vacuuming classrooms to a weekly task. We have not increased our custodial staff, therefore we will need the teachers to ensure that the students clean up after themselves daily, to ensure the floors and desks are clean of trash. If the teachers want their countertops and desks sanitized daily, they will need to ensure that they are clean and able to be sanitized.

Low Risk	Medium Risk	High Risk
Cleaning protocols as outlined above will be implemented.	Cleaning protocols as outlined above will be implemented.	Cleaning protocols as outlined above will be implemented.

OPERATIONS

SIGNAGE

Low Risk	Medium Risk	High Risk
Signage will be placed throughout the offices and school as needed to provide reminders on important safety information.		

PREVENTIVE MATERIAL INVENTORY

The appropriate leadership team members will ensure the school district has:

- a. an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
- b. an adequate supply of gloves and other protective gear for staff.
- c. touchless thermometers on-site for employee and student screening.

COVID-19 CASE RESPONSE

If an employee or student becomes ill within the district, they will immediately report to the **administration** and the case form will be completed.

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

- The administrator and others attending the suspected infected person, should also wear a protective mask.
- The administrator will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- Advise employees that they may have been in contact with a suspected positive COVID-19 case and to carry out self-screening every morning, and based on the results, contact the HR department.
- The 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.

CAFETERIA AND MEAL PERIODS

Low Risk	Medium Risk	High Risk
<p>Students will eat breakfast and lunch in the cafeteria. Immediately following each lunch session, the kitchen staff will disinfect each table before the next group eats.</p> <p>Students participating in distance learning will be provided a lunch.</p>	<p>Students will eat breakfast and lunch in the cafeteria. Immediately following each lunch session, the kitchen staff will disinfect each table before the next group eats.</p> <p>Students participating in distance learning will be provided a lunch.</p>	<p>Students will eat breakfast and lunch in the cafeteria. Immediately following each lunch session, the kitchen staff will disinfect each table before the next group eats.</p> <p>Students participating in distance learning will be provided a lunch.</p>

CLASSROOM ARRANGEMENTS

Low Risk	Medium Risk	High Risk
<p>Maintain 3 feet social distancing.</p>	<p>Maintain 3 feet social distancing.</p>	<p>Maintain 3 feet social distancing.</p>

CLASSROOM SUPPLIES

Low Risk	Medium Risk	High Risk
<p>To the extent possible sharing of classroom supplies is discouraged, the school will have stock on hand to alleviate the need for sharing.</p>	<p>To the extent possible sharing of classroom supplies is discouraged, the school will have stock on hand to alleviate the need for sharing.</p>	<p>To the extent possible sharing of classroom supplies is discouraged, the school will have stock on hand to alleviate the need for sharing.</p>

FEDERAL FUNDING AND FLEXIBILITY

Low Risk	Medium Risk	High Risk
<p>Create special funding function codes to accommodate for any CARES act funding, which may be received.</p> <p>Look at additional classified hours for food service employees serving to go meals, paraprofessionals needed to help supervise before and after school entrance and exit requirements and protocols, maintenance and custodial staff requirements for deep cleaning and sanitizing all rooms (electrostatic sprayers, etc.).</p> <p>Supplies needed such as: masks for students and staff, temperature monitoring systems and or kiosks, hand sanitizing stations, signage, to go food service packing and items, kindergarten, and first grades individual student desks, additional chairs, electrostatic sprayers, teaching supplies for distance education or packets, etc.</p> <p>Write grant for CARES Act funding in order to be able to purchase mitigation supplies that otherwise would not be needed due to COVID-19.</p> <p>Be sure to apply for both FY 20 and FY 21 grants in order to maximize funding from CARES Act</p> <p>Submit grant application through the State of Alaska GMS system once written.</p>	<p>Create special funding function codes to accommodate for any CARES act funding, which may be received.</p> <p>Look at additional classified hours for food service employees serving to go meals, paraprofessionals needed to help supervise before and after school entrance and exit requirements and protocols, maintenance and custodial staff requirements for deep cleaning and sanitizing all rooms (electrostatic sprayers, etc.).</p> <p>Supplies needed such as: masks for students and staff, temperature monitoring systems and or kiosks, hand sanitizing stations, signage, to go food service packing and items, kindergarten, and first grades individual student desks, additional chairs, electrostatic sprayers, teaching supplies for distance education or packets, etc.</p> <p>Write grant for CARES Act funding in order to be able to purchase mitigation supplies that otherwise would not be needed due to COVID-19.</p> <p>Be sure to apply for both FY 20 and FY 21 grants in order to maximize funding from CARES Act</p>	<p>Create special fund function codes to accommodate for CARES Act funding received. Write the FY 21 CARES Act grant for mitigation supplies needed and enter into the state GMS for approval.</p> <p>Enter CARES ACT FY 21 budget information into the GMS system for State approval.</p> <p>Look at additional classified hours that may be needed for food service employees serving to go meals, Paraprofessionals needed to help supervise and direct school entrance and exit requirements and protocols, and maintenance and custodial staff requirements for deep cleaning and sanitizing rooms with electrostatic sprayers.</p> <p>Re-order additional supplies as needed such as: masks for students and staff, temperature monitoring systems /kiosks, hand sanitizing stations, signage, to go food service items, preschool, kindergarten, and first grade individual student desks and additional chairs, electrostatic sprayers, teaching supplies for distance delivery folders,</p>

<p>Enter budget information into the GMS system for State approval of grants.</p>	<p>Submit grant application through the State of Alaska GMS system once written.</p> <p>Enter budget information into the GMS system for State approval of grants.</p>	<p>additional folding tables and chairs, etc.</p>
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SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Staff will work with students individually or in small groups to address any well-being needs.

STUDENT AND STAFF TRAINING

Low Risk	Medium Risk	High Risk
<p>Students will be trained on proper handwashing, use of ubiquitous hand sanitizing stations in the building, taught to use safe physical contact whenever possible including handshakes and high fives. Students will be reminded to avoid touching their eyes, faces, noses, and mouths whenever possible.</p>	<p>Students will be trained on proper handwashing, use of ubiquitous hand sanitizing stations in the building, taught to use safe physical contact whenever possible including handshakes and high fives. Students will be reminded to avoid touching their eyes, faces, noses, and mouths whenever possible.</p>	<p>Students will be trained on proper hand washing, use of ubiquitous hand sanitizing stations in the building, taught to use safe physical contact whenever possible including handshakes and high fives. Students will be reminded to avoid touching their eyes, faces, noses, and mouths whenever possible. .</p>

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

COMMUNICATION METHODS

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

1. Employees need to check their email often.
2. Visit our district website
3. Follow our social media platform

REINTEGRATION AFTER SCHOOL CLOSURE

When we open school for the start of the 2021-22 school year, we recognize that students have experienced a disconnection from school academics and social-emotional learning.

ON-SITE PLAN

At the beginning of the term an emphasis will be placed on reconnecting students to the school environment.

ON-SITE OR DISTANCE DELIVERY

Teachers will begin the term with review and assessment for core subjects such as Mathematics, English Language Arts, and universal Science concepts. Assessments will be reviewed by the RTI teams and individual learning plans and classroom learning plans to close gaps will be developed.

III. COMMUNITY INVOLVEMENT

FACILITY USE

Low Risk	Medium Risk	High Risk
Any facility usage outside of the regular school day or extracurricular activities sponsored by the district through the budgetary process must have school administration approval. A group wishing to use the facility must follow the YSD Smart Start policies.	Any facility usage outside of the regular school day or extracurricular activities sponsored by the district through the budgetary process must have school administration approval. A group wishing to use the facility must follow the	Any facility usage outside of the regular school day or extracurricular activities sponsored by the district through the budgetary process must have school administration approval. A group wishing to use the facility must follow the YSD Smart Start policies.

YUPIIT SCHOOL DISTRICT: SMART START PLAN

	YSD Smart Start policies.	
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