

## **Parkland Elementary Schools:** **Reopening Plan for the 2021- 2022 School Year**

Under the guidance of district leadership and each department in the Parkland School District, the elementary schools constructed a reopening plan as we continue to navigate the current pandemic. The below plans are consistent across each of the elementary schools.

### **REQUIRED ELEMENTS FOR RETURNING TO SCHOOL PLANS**

1. [Identification of Pandemic Coordinator/Team](#)
2. [Steps to prevent children/staff at high risk](#)
3. [Process for monitoring students and staff for symptoms and history of exposure](#)
4. [Steps to take in relation to isolation or quarantine when a staff member, child or visitor becomes sick or demonstrates a history of exposure](#)
5. [Guidelines for when an isolated or quarantined staff member, child, or visitor may return to school](#)
6. [Expectations for the posting of signs in highly visible locations that promote everyday protective measures on how to stop the spread of germs](#)
7. [Procedures for cleaning, sanitizing, disinfecting and ventilating learning spaces, surfaces, and any other areas used by students \(ie. restrooms, drinking fountains, hallways and transportation\)](#)
8. [Protocols for classroom/learning space occupancy that allow for social distancing among students and staff throughout the day to the maximum extent feasible](#)
9. [Procedures for restricting the use of cafeterias and other congregate settings and serving meals in alternate settings such as classrooms](#)
10. [Protocols for sporting activities for recess and physical education classes](#)
11. [Schedule for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students](#)
12. [System for communicating with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home](#)

1. Identification of Pandemic Coordinator/Team ↑

School	Specifics	People Responsible for Carry-out
Cetronia	Jess Brans-primary teacher Courtney Lee-primary teacher Jen Garland-intermediate teacher Geneine Parr-intermediate teacher Jenna Rau-learning support Todd Brosious-encores Melissa Myers-support staff Joann Grigoli-media specialist clerk Julian Taibi-core & crisis team Maria Farley-nurse & crisis team Melissa Webber-administrative assistant & crisis team Brad Wannemacher-custodial & crisis team Jamie Giaquinto-principal	
Fogelsville	Timothy Chorones - Principal Traci Gabriel - Nurse Dave Beers - Custodian Amanda Keil - Counselor Mandy Keller - Teacher Nancy Kemler - Teacher Dan Ryan - Teacher Amanda Onori - Teacher Kim Trumbauer - Teacher Nicole Miller - Teacher Justina Verile - Teacher Katie Auriemma - LS Teacher Laura Wummer - SLP Jill Kemmerer - Encore Marlanda Birns - Encore Dawn Snyder - Support Staff Kelsey Balliett - Support Staff Amy Jones - Support Staff Beth Schoch - HRA	
Fred Jaindl	Jeff Bartman-Principal Jennifer Kubik-Nurse Jim Bungert-Custodian Susan Stimpfle-Admin Assistant Anastasia Caltabiano-Counselor Kathy Pearson-Reading Specialist* Karen Brokate-Teacher* Lauren Kostovick-Encore Teacher	

	<p>Katie Saltzgiver-School Psychologist  Kristin Patselas-Teacher  Samantha Ding-Teacher  Diane Kelly-LS Teacher</p>	
Kernsville	<p>Michael F. Gehringer-Principal  Michelle Strohl-Counselor  Mariana Badalita-Nurse  Rick Smith-Custodian  Laura Bronzo-Admin Assistant  Andrea Marzano-Reading Specialist*  Kaitlyn DeGerolamo K-Teacher*  Nancy Nahrgang-Art-Encore Teacher  Katie Saltzgiver-School Psychologist  Elizabeth Bender - Grade 3 Teacher  Kristin Woehr-LS Teacher</p>	
Kratzer	<p>Karen Aulisio - Principal  Deborah Frear - Nurse  Justin Bachman - Custodian  Jane Carl - Administrative Assistant  Christine Bankos - Counselor  Joan Krem - RTII / Gifted Teacher  Nikki Gelfo - Reading Specialist  Nicole Jones - Kindergarten  Tara Kuder - Grade 2 Teacher  Carla Hillard - Grade 4 Teacher  Kristin Madeira - Grade 5 Teacher  Jenna Sell - Grade 5 Teacher  Cathy Crilley - LS Teacher  Gabrielle Santiago - LS Teacher  Helen Krizan - Art Teacher  Melissa Waring - Media Specialist  Deanna Goodman - School Psychologist  Tara Imdorf - Title I Assistant  Lisa Barrow - Speech Therapist  Pat Boshia - Playground Aide</p>	
Ironton	<p>Rob Holmes - Principal  Carolyn Segata - School Counselor  Heidi Wrobel - Nurse  Carrie Heater - Administrative Assistant  Mike Sutton - Custodian  Amanda Williams - Reading Specialist  Tricia Kopchak - RTII/Gifted  Matt DeFazio - Encore Teacher  Chelsea Bashore - LS Teacher</p>	

	Kristi Kutteroff - Primary Teacher Tina Doll - Intermediate Teacher	
Parkway Manor	Scott Bartman: Principal Sue Nunn: Administrative Assistant Jamie McDonnell: Guidance Counselor Reema Cancelliere: First Grade Teacher Meghan Thomas: First Grade Teacher Ashley Morrison: Media Specialist Diane Schrimpe: Nurse Kelly Richenaker: Fourth Grade Teacher Karyn Haines: Fourth Grade Teacher Missy Bachert: Custodian	
Schnecksville	Damian Goodman:Principal Daneen Dex:ES Teacher Christie Nolan:Rtii/Gifted Josh Wuchter:Tech Para Sara Marsh: Learning Support Sami Formato: Kindergarten Marci Sodl:ES Aide Joanne Marshalek: Third Grade Teacher Joe O'Brien: Physical Education Jill Becht: Media Specialist Susie Ardt: DHH Aide Deb Bassler: School Nurse Mark Syslo: Band Jill Szilagyi: Second Grade Teacher Michele Geczi:First Grade Teacher Becky Hower:Speech Brandi Mcfarland: School Counselor	
Veterans Memorial	Karen Dopera- Principal Joanne Smith- Nurse Nelson Bollinger & Lisa Norris- Custodians Molly Hertz- Admin Assistant Todd Beidleman- Counselor Taryn Gergar- Reading Specialist Cassandra Vogel- School Psych Hailey Adlard- Encore Rep Michelle Cavanaugh- LS Rep Jacque Creamer- Intermediate Rep Candy Lewis-Primary Rep	

**2. Steps to prevent children/staff at higher risk ↑**

Specifics	People Responsible for Carry-out
Staff: HR Department will work with individual employees to determine health needs. Students: Online Learning option will be available to all K-5 students.	Human Resources Department, Parents

**3. Process for monitoring students and staff for symptoms and history of exposure ↑**

Specifics	People Responsible for Carry-out
The use of the wellness form will be determined on the level of community/building spread.  If implemented:  Staff: Follow procedures established at the district level.  Students: Follow procedures established at the district level.	All PSD staff

**4. Steps to take in relation to isolation or quarantine when a staff member, child or visitor becomes sick or demonstrates a history of exposure ↑**

Specifics	People Responsible for Carry-out
The isolation of individuals will be determined based on presenting symptoms and the building CSN's assessment.	Nurses, Principals

5. <b>Guidelines for when an isolated or quarantined staff member, child, or visitor may return to school</b> ↑	
Specifics	People Responsible for Carry-out
Building nurses in conjunction with the Director of Health & Wellness and the DOH will utilize the most current recommendations provided by the DOH.	Nurses, Principals

6. <b>Expectations for the posting of signs in highly visible locations that promote everyday protective measures on how to stop the spread of germs</b> ↑	
Specifics	People Responsible for Carry-out
<p>Post signs in highly visible locations (eg. school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).</p> <p>Broadcast regular announcements on reducing the spread of COVID-19.</p> <p>Include messages (eg.videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails and on school social media accounts).</p> <p>Print free digital resources on CDC’s communications resources main page (link).</p>	Nurses, Principals, Building Custodians

**7. Procedures for cleaning, sanitizing, disinfecting and ventilating learning spaces, surfaces, and any other areas used by students (ie. restrooms, drinking fountains, hallways and transportation) ↑**

Specifics	People Responsible for Carry-out
<p>Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including door handles, sink handles and drinking fountains.</p> <p>Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible.</p> <p>Take steps to limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water when possible.</p> <p>Bathrooms in the classrooms will be disinfected during the school day. Disinfectant products will be available in the classrooms and can be used at teacher discretion. Anti-static wipes will be available for teachers to use on technology devices. Night custodians will clean and disinfect daily. Buses equipped with hand sanitizer for students as they exit the bus. Buses sanitized after morning and afternoon bus runs. Buses will be ventilated on return to the bus garage, when weather permits. Water fountains will be closed from use in both hallways and classrooms.</p>	<p>Building Custodian, Transportation Department (buses), Classroom teachers</p>

**8. Protocols for classroom/learning space occupancy that allow for social distancing among students and staff throughout the day to the maximum extent feasible ↑**

Specifics	People Responsible for Carry-out
<ul style="list-style-type: none"> <li>● Develop a schedule so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students.</li> <li>● Limit interactions between groups of students.</li> <li>● Establish distances between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate.</li> <li>● Limit gatherings, events and extracurricular activities to those that can maintain social distancing.</li> <li>● Hold classes in gyms, auditoriums or other large spaces.</li> <li>● Student desks should be faced in the same direction spaced apart. Consider the unique needs of music programs (e.g., band, orchestra, choir) and transmission risk-mitigation protocols to address hygiene, disinfection of equipment, distancing during practice and competition, and numbers of participants. Due to potential increased risk of droplet transmission, physical distancing should be prioritized for wind instruments.</li> </ul> <p>No more than one class of students in a room at any given time. Students separated to the maximum capacity possible in the room for social distancing. No carpet areas for whole class learning. Students should work in their assigned areas and their “center” work should be done at their seats. Rows and columns for individual desks when possible. Students will be permitted face covering breaks as needed if wearing a face covering.</p>	<p>Teachers, Support staff, Principals</p>



**9. Procedures for restricting the use of cafeterias and other  
congregate settings and serving meals in alternate settings such  
as classrooms ↑**

Specifics	People Responsible for Carry-out
<p>Serve individually plated meals/box lunches and avoid buffet style meals whenever possible.</p> <p>Avoid sharing food and utensils.</p> <p>Lunches will be served in the gymnasiums</p> <p>Students will sit staggered following social distancing guidelines.</p> <p>Students will wash hands prior to lunch and will sanitize hands at the conclusion of lunch.</p> <p>Breakfast &amp; Lunch will be grab and go with disposable utensils and condiments in the bag or box.</p> <p>Cafeteria tables will be disinfected after breakfast by food services staff and after lunch by the custodial staff and playground/cafeteria aides</p> <p>Faculty Rooms: Staff members are encouraged to maintain social distancing while utilizing the faculty rooms.</p>	<p>PGAs, Cafeteria Staff, Custodians</p>

**10. Protocols for sporting activities for recess and physical education classes ↑**

Specifics	People Responsible for Carry-out
<p>Select and provide safe opportunities for exercise and sports events for students. Consider the following:</p> <ul style="list-style-type: none"> <li>● Physical proximity of players and the length of time that players are close to each other or to staff.</li> <li>● Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquet, mats or water bottles).</li> <li>● Ability to engage in social distancing while not actively engaged in play (e.g., practice, games, locker rooms, showers).</li> <li>● Engagement of players at higher risk of developing serious disease.</li> <li>● Size of the team.</li> </ul> <p>Implement transmission risk-mitigation protocols in non-contact sports to address hygiene, disinfection of equipment, distancing during practice and competition and numbers of participants.</p> <p>Require enhanced surveillance and testing for any contact sports to minimize higher risk of transmission in participating athletes.</p> <p>Per CDC guidelines, playgrounds will be routinely cleaned.</p> <p>Students will sanitize hands prior to going out to recess and once back in their classroom after recess. Shared materials during PE and recess will be sanitized daily.</p> <p>Cohorting classes for recess will continue.</p>	<p>School Services Department, Playground Aides, Teachers</p>

**11. Schedule for training all faculty and staff on the implementation of the Health and Safety Plan before providing services to students ↑**

Specifics	People Responsible for Carry-out
<p>Conduct in-person training schedules based on plan implementation timelines.</p> <p>Disseminate and update training documents as a reference for staff.</p> <p>Training for staff on the Professional Development Days prior to the first student day of school</p>	<p>Nurses, Principals</p>

**12. System for communicating with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home ↑**

Specifics	People Responsible for Carry-out
<p>Add a section to weekly eCommunications on how families can help Stop the Spread. Make information uniform each week across the elementary schools.</p>	<p>Nurses, Principals, Administrative Assistants</p>

## **Additional Areas to Address:**

13. [Student arrival social distancing/safety during parent drop-off](#)
14. [Student arrival social distancing/safety from bus](#)
15. [Bell schedule adjustments to accommodate social distancing](#)
16. [Student dismissal social distancing/safety parent pick-up](#)
17. [Student dismissal social distancing/safety bus](#)
18. [Protocols for walking in hallways/transitioning to other classes](#)
19. [Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students](#)
20. [Classroom set-up to maintain social distancing](#)
21. [Protocols during encore classes](#)
22. [Protocol for social distancing in Speech, Title, Learning Support, OT, PT, Psychologist & ESL Classrooms](#)
23. [Protocols for maintaining social distancing in the restrooms](#)
24. [Protocols for water fountains & bottle filling stations](#)
25. [Protocols for entering cafeteria and going through lunch line](#)
26. [Cafeteria set-up to maintain social distancing](#)
27. [Protocols for recess](#)
28. [Protocols & procedures to use nurse's office](#)
29. [How do we maintain social distancing/safety during State Mandated Drills?](#)

### 13. Student arrival social distancing/safety during parent drop-off

Specifics	People Responsible for Carry-out
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"><li>● Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), Good hygiene, and school/district specific protocols.</li><li>● Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li><li>● Limit unnecessary congregations of students</li><li>● Maintain limited points of entry for security purposes</li></ul> <p>Parent drop-off students will enter the building at their designated location. Students will walk directly to their classroom. Any students who choose to go to breakfast will go directly to the dining location and will sanitize their hands. Staff will be stationed throughout the hallways to monitor social distancing and remind students to stay on the right side of the hallway and to walk single file in the hallway.</p>	Staff as assigned

## 14. Student arrival social distancing/safety from bus ↑

Specifics	People Responsible for Carry-out
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"><li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), Good hygiene, and school/district specific protocols.</li><li>• Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li><li>• Limit unnecessary congregations of students</li><li>• Maintain limited points of entry for security purposes</li></ul> <p>Students entering the building and walking through the hallway will be encouraged to continue wearing their face coverings to their classrooms.</p> <p>Only three buses will be permitted to unload at a time. Once all students from the buses have entered the building, then three more buses can unload. Students arriving on buses will enter the building from the designated entrances. All students will enter the building at the bus entrance and will walk directly to their classroom.</p> <p>Any students who choose to go to breakfast will go directly to the dining location and will sanitize their hands.</p> <p>Staff will be stationed throughout the hallways to monitor social distancing and remind students to stay on the right side of the hallway and to walk single file in the hallway.</p>	<p>Staff as assigned, Bus drivers</p>

15. **Bell schedule adjustment to accommodate social distancing** ↑

<b>Specifics</b>	<b>People Responsible for Carry-out</b>
<p>Limit mixing between groups (to the extent practical).</p> <p>For class changes and other transitions throughout the school day:</p> <ul style="list-style-type: none"><li>● Provide additional time for transitions (utilizing state seat time waiver to extend transition period)</li><li>● Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated students to minimize congregation of students</li><li>● Plan staggered class (ex: by hall, odd/even room numbers, grade/ discipline) changes to decrease number of students in hallways at one time</li><li>● Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children)</li><li>● Students and staff may wear face coverings while in large group gatherings</li><li>● Conducting cleaning of hallways and high-touch surfaces throughout the school day</li></ul> <p>Encore classes will be held in the assigned location. I/E rotations will be limited to only Tier 2 and 3 students receiving interventions. Instruction will begin at 8:50 and dismissal will begin at 3:30.</p>	<p>Principals, Custodians, Teachers</p>

## 16. Student dismissal social distancing/safety parent pick-up ↑

Specifics	People Responsible for Carry-out
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"><li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), Good hygiene, and school/district specific protocols.</li><li>• Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li><li>• Limit unnecessary congregations of students</li></ul> <p>Students will report to the designated dismissal area prior to dismissal. Four cars will be loaded at a time. Cones will be on the pavement to show students where to stand. Staff will use walkie-talkies to call the students to their cars. Staff will monitor students in gymnasium to ensure social distancing. Students will stay in grade level areas in the gymnasium.</p>	Staff as assigned



## 17. Student dismissal social distancing/safety bus ↑

Specifics	People Responsible for Carry-out
<p>Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"><li>• Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), Good hygiene, and school/district specific protocols.</li><li>• Mark spaced lines to enter the building and designate entrance and exit flow paths</li><li>• Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup</li><li>• Limit unnecessary congregations of students and staff</li></ul> <p>Students will wear face coverings when leaving the classroom to walk to the bus. Buses will be called one at a time. Students go directly from their classrooms to the bus. Students will have a designated route to follow and staff will monitor the hallways to ensure students are walking in single file lines.</p>	Staff as assigned

## 18. Protocols for walking in hallways/ transitioning to other classes

Specifics	People Responsible for Carry-out
<ul style="list-style-type: none"><li>● Limit mixing between groups (to the greatest extent feasible)</li><li>● For class changes and other transitions throughout the school day:<ul style="list-style-type: none"><li>○ Provide additional time for transitions (utilizing state seat time waiver to extend transition period)</li><li>○ Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated students to minimize congregation of students</li><li>○ Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time</li><li>○ Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children)</li><li>○ Conducting cleaning of hallways and high-touch surfaces throughout the school day</li></ul></li></ul> <p>Students will stay on the right hand side of the hallway. Students will be taught to keep hands at their sides and to walk in a single file line.</p> <p>Hand sanitizers are located at the top/bottom of stairwells that students may use after touching hand railings. Teachers will remind students about good hygiene practices.</p>	Principals, Building staff members, Custodians

**19. Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students ↑**

Specifics	People Responsible for Carry-out
<p>Stagger classes of students in hallways to limit numbers in hallways at any time.</p> <p>Separate students within common areas.</p> <p>Faculty meetings can be held in person or virtually. Only assigned students and staff are permitted into instructional spaces. Social distancing measures will be applied as feasibly, practically, and acceptably possible during hallway transitions, recess, and lunch. Only one class of students are permitted in classroom spaces at a time.</p> <p>Students are encouraged to have a back-up face covering available throughout the school day.</p> <p>Face covering breaks are available throughout the school day as needed.</p>	<p>Building Staff</p>

**20. Classroom set-up to maintain social distancing ↑**

Specifics	People Responsible for Carry-out
<p>Furniture will be arranged to accommodate social distancing guidelines to the maximum extent feasible.</p>	<p>Teachers</p>

**21. Protocols during encore classes ↑**

Specifics	People Responsible for Carry-out
<p>Students will sanitize hands entering and exiting encore classes.</p> <p>Encore teachers will plan and implement learning activities in accordance with practicing social distancing.</p>	<p>Encore staff</p>

**22. Protocol for social distancing in Speech, Title, Learning Support, OT, PT, Psychologist, ESL Classrooms ↑**

Specifics	People Responsible for Carry-out
<p>Small group instruction protocols will be followed. Small group instruction will occur by practicing social distancing guidelines to the maximum extent feasible. Staff is encouraged to keep small group instruction for no more than 15 minutes in one sitting.</p>	<p>Teachers</p>

**23. Protocols for maintaining social distancing in the restrooms ↑**

Specifics	People Responsible for Carry-out
<p>Students will utilize the restroom on an as needed basis. Signs will be hung in the restroom reminding students of social distancing and practicing good hygiene.</p>	<p>Teachers, Custodians</p>

**24. Protocols for water fountains & bottle filling stations ↑**

Specifics	People Responsible for Carry-out
<p>Water fountains will not be utilized. Bottle filling stations, if applicable, may be utilized to refill water bottles. Classroom sinks may also be used to refill water bottles.</p>	<p>Teachers, Custodians</p>

## 25. Protocols for entering cafeteria and going through lunch line ↑

Specifics	People Responsible for Carry-out
Students will line up to go through the lunch line practicing social distancing. Lunch will be bagged or boxed. Students will retrieve their lunch and make a cashless payment. All items a student will need are in the bag/box the student receives.	Playground Aides, Food Services Staff

## 26. Cafeteria set-up to maintain social distancing ↑

Specifics	People Responsible for Carry-out
Seating arrangements will be predetermined and identified by markings on the seats. Students will sit on one of the markings at their assigned tables. To maintain appropriate social distancing requirements for lunch, secondary site(s) may be utilized in order to accommodate all students in a grade level.	Principals, Playground Aides

## 27. Protocols for recess ↑

Specifics	People Responsible for Carry-out
<p>Face coverings may be worn at recess. Each grade level will have a bag of materials for use. Students will sanitize their hands as they enter and exit the playground.</p> <p>Students are not permitted to bring recess materials from home. If necessary during indoor recess with larger classes, a larger alternate location will be utilized to accommodate two groups to allow for proper supervision.</p>	Playground Aides

**28. Protocols & procedures to use nurse's office ↑**

<b>Specifics</b>	<b>People Responsible for Carry-out</b>
<p>Students will be seen by appointment only. For emergency situations, the nurse, health room assistant, or office staff will assist in supporting the individual in need. Students will wear a face covering during the visit. A face covering will be provided if the student does not have one.</p> <p>Students will be asked to use hand sanitizer upon entering the nursing office and upon leaving the nursing office.</p>	<p>Nurse, Health Room Assistant, Principal</p>

**29. Maintaining safety/social distancing during State Mandated Drills ↑**

<b>Specifics</b>	<b>People Responsible for Carry- out</b>
<p>PSD will continue to utilize the same drill protocols for Evacuation/ Lockdown Drill with the school community prior to commencing monthly drills via the PA System.</p> <p>Remind staff members to hold open doors to prevent multiple people from repeatedly touching door handles.</p>	<p>All Building Staff</p>