

Beavercreek Traditional In-School Frequently Asked Questions

Below you will find questions that we received. They have been left in their exact form in order to best represent the thoughts of those that submitted questions.

Mask Procedures

- Why are students not required to wear masks in all scenarios if it is scientifically proven to be one of the only lines of defense against the virus?

Under our current plan, flexibility with face coverings is only permitted if the building is in a yellow status (level 1), levels 2-3 face coverings are required for all students when 6-foot social distancing cannot be achieved, which we anticipate would be at all times throughout the day. With our county currently being labeled "Orange", the district would be in level 2 right now, which would require face coverings for students in grades 3-12 when social distancing cannot be achieved - this is the direct guidance that Governor Dewine has established. Our plan has been created from the direct guidance and conversation from the Greene County Public Health Department, they are the organization that we will have to respond to daily to assess the current climate of our schools. GCPH will inform us what we can and cannot do daily as we work through our school day. The face coverings in our plan allows flexibility throughout this crisis so that we can respond from the beginning and end of this pandemic. Our plan has guidance from the State regarding our risk level county color code along with guidance from GCPH in determining the appropriate restrictions for the state of the pandemic. We will adhere to the county color code along with the situational awareness of what might be occurring in each building. If the county is orange and we have a building hitting a spike, we will have the authority to move that building to the next risk level.

- If they are seated at their seats, can they remove their masks?
If the building is in a yellow status (level 1) face coverings are only strongly recommended, so students could remove their face covering. If the building is in a level 2 or 3 they may only remove their face covering when 6 foot social distancing is established.

- Will teachers be responsible for requiring/asking students to put on masks when they are in close proximity? What will happen if the student refuses to put on a mask?
Yes, teachers will be required to manage their classroom and student behavior as they always have. Teachers will determine which strategy is most appropriate to enforce wearing face covering. If the behavior continues, the teacher will follow the student code of conduct.
- We all know that the students will almost always be closer than the recommended 3-6 feet suggested for safe distancing. In the classroom, hallways, lunchroom, just about everywhere they will be next to each other. Why not just require masks all the time except for those who cannot wear them?
The face covering guidelines in our plan allow for flexibility throughout this pandemic so that we can respond accordingly due to the risk level guidelines. Our plan includes guidance from the State regarding our risk level county color code along with guidance from GCPH in determining the appropriate restrictions for the appropriate risk level of the pandemic. We will adhere to the county color code along with the situational awareness of what might be occurring in each building. Under our current plan, flexibility with masks is only permitted if the building is in a yellow status (level 1). At all other levels, masks are required for all students when 6-foot social distancing cannot be achieved, which we anticipate would be frequently throughout the day.
- If a student drops or loses their mask and does not have a replacement, will the district provide replacement masks?
Yes.
- How would I exempt my child from wearing a mask unless in the one on one teaching time? She has anxiety while wearing and cannot but really wants to be in school this year with her friends and teachers.
A doctor's note will be required.
- Are there any restrictions to the face coverings that need to be made? Can a Biden 2020, or a Trump 2020 mask be worn? How about other messages?
Masks must abide by the dress code outline in the student handbook.

- Where masks are “optional” what will the school do to ensure the children truly do have the freedom to wear or not wear them without being bullied into wearing or not wearing them? Who will be sticking up for the minority position?
Any act of bullying violates the student code of conduct and will be addressed accordingly. Any students who experiences suspected bullying should report it to their teacher immediately.
- How will parent’s / students know if a face coverings is required class to class? Who has the authority to determine this?
Teachers will review expectations on the staggered start days. Mask requirements will be according to the risk level guidelines described [in the restart plan](#).

General Questions

- So what is the plan when the kids and teachers get covid and the hospitals are at capacity like in Florida, Arizona, Texas and other states???
Beavercreek City Schools works collaboratively with the health department to monitor COVID-19 cases and follows COVID-19 Risk Guidelines to determine the instructional option implemented. As COVID-19 cases increase to Level 4, instruction will be delivered remotely.
- What reduction in class size do you predict based on preliminary data?
From the data gathered from the survey in June, approximately 10% of families stated they would choose the online option for their child(ren). However, given the different buildings and grade levels, it is very difficult to predict the distribution of those students.
- I have 2 students in the high school enrolled in choir. I was wondering if the high school will be having choir class given Covid-19 and the comments made related to show choir in last night’s BOE meeting. If there is no choir is there an alternate musical class being taught or do we need to identify another class to take?
Choir classes will still be offered but they will be modified to remove singing. The Greene County Health Department listed choir and choruses as restricted activities. The choir teachers will be working to restructure the course content.
- Would you consider sending out an additional survey to parents to see if their thoughts on reopening have changed with the current state of the pandemic?
The district will be sending out an additional survey the week of July 20th.
- Will gifted services be held this year in traditional school?
Students who are eligible for gifted services will continue to receive services. The services may look different to promote social distancing.

- Will the school year be starting on the previously scheduled date?
The board of education approved a revision to the calendar that changes the start date for students and includes a staggered start. The calendar is tied to the negotiated agreement, discussion between the administration and

Monday, 8/10	Tuesday, 8/11	Wednesday, 8/12	Thursday, 8/13	Friday, 8/14
Staff Professional Development	Staff Professional Development	Teacher Preparation Day	Staggered Start -Students with last names A-K	Staggered Start -Students with last names L-Z

- Will there be an open house for new students (we have 2 going into kindergarten) and where do we get a school supply list?
We will not be having our traditional open house where all families and students are able to come to the building. The schools are working on a modified version of open house that may include virtual options. School supply lists for most schools are found on the building website under the Parent tab.

- The plan says drop off/pick up will change but doesn't specify what this means. Will I be allowed to take my kindergartener to class on his first day or his first week of school. When does Kindergarten begin for traditional option?

Building principals are working with staff to determine drop off/pick up procedures for their buildings. Parents will receive a communication from the building which will provide more information regarding the start of school for Kindergarten students. Kindergarten students will be scheduled to complete the Kindergarten Readiness Assessment-Revised (KRA-R) and attend a staggered start (50% of the class).

Dates include:

- ***Kindergarten students will come for KRA-R by appointment on either August 13 or 14***
- ***Half of the Kindergarten students will attend August 17 and the other half will attend August 18.***
- ***All Kindergarten students will attend August 19.***

Parents will not be permitted to walk students to class but Kindergarten students will meet their teacher for the KRA-R assessment prior to attending the first day which will be a staggered start (approximately half of the students). The KRA-R Assessment time that students will have with the teacher which will provide an opportunity for students to develop a level of comfort with the teacher prior to attending.

- I don't need details, but want to know that the security aspects of students and staff wearing masks at times are part of the plan for return. I can't imagine how difficult entry control/identification will be.

The district will continue to follow all safety protocols. Teachers and staff are issued ID badges which will continue to be used for identification purposes. Visitors are limited and any approved visitors will have to sign in the office and the office staff will check the visitors temperature and ask them to verify a self assessment resulting in no COVID related symptoms.

- Will the attendance policy be relaxed for 'In School' students to accommodate keeping students home when displaying symptoms?

The district is reviewing attendance procedures to determine what procedures are able to be changed by the district since many are state mandated by HB 410. We are also requesting guidance from ODE on attendance policies. We recognize that attendance will look different and there needs to be some revision given this pandemic. Students will be encouraged to follow the guidance set by the Greene County Public Health Department and stay home if they have a fever or any of the symptoms related to COVID-19. It is always recommended to follow the health department guidance on quarantine due to positive cases or exposure.

- If/when school has to shut down due to spread, what is school going to look like for the kids going to "traditional school?" The "school" this spring was not acceptable. There was no teaching involved in that situation.

There was a mandatory school closure in the Spring which was not ideal for students, staff, or families. For the 2020-2021 school year, the remote learning plans (implemented at Level 4/purple) for students attending traditional in-school will include the use of a teacher/student platform (Google Meet), Google Classroom, and other virtual tools.

- Are we going to get a date before school start date of August 13 and 14 to be able to get the kids' schedule and go see their classroom and teachers if they are middle school and to go to their lockers?

There will be a modified orientation for 6th graders. Principals will be communicating more information soon.

- Since the COVID 19 situation is rapidly evolving, can you change from a semester commitment for a schooling option to a quarter commitment?

The online courses are by semester so that is not an option.

- Will building specific procedures be emailed out?

Principals are preparing building specific procedures and families will receive more information during the last week of July.

- If a student attending traditional is quarantined how will they keep up?
The classroom teacher will provide work to students as they do with other absences due to illness. This will be done virtually when at all possible to limit contact.
- I would like my senior to attend in person but she only needs a couple of classes to meet her graduation requirements. Will it be possible to have her only attend for part of the day?
The district is exploring options for seniors to attend on a reduced schedule if they have a certain amount of credits completed. More information will be provided soon.
- There is one aspect I am concerned with and that is having online and in-person students mix for sports.
All extra-curricular activities are required to establish and abide by safety protocols given the guidance from GCPH.
- Can you arrange for students to participate in CCP classes at area universities and waive the orientations in light of these changed circumstances (and the fact that COVID interfered with other planned ones) and how do we do that?
The district is exploring this option and will be communicating more information.
- Can you arrange for students to take their AP courses online from reputable AP course providers
Edmentum's Advanced Placement (AP) courses have been approved by the CollegeBoard, the undisputed authority regarding the thorough vetting and approval of AP courses.
<https://www.edmentum.com/resources/approvals/collegeboard-advanced-placement-approval>
- Since the state and county guidelines and applicable research also discourage against having activities like band and choir due to extra level of risk associated with that, what will be the plans for band and the alternatives for those enrolled in it who will be forced to do online alternatives? How are in school band classes going to proceed? Given that students can't wear masks and are blowing air around similar to choir?

The guidance is as follows:

- ***GCPH believes the following activities should be temporarily restricted until the end of the COVID-19 pandemic:***
 - ***Recommend no choirs or choruses. Singers are at a very high risk for transmission for COVID-19 because of the amount of aerosols potentially generated. This poses extreme difficulty and risk during group rehearsals, and there are real-world examples of people***

transmitting the disease and some people dying as a result of choral-related activities. It is exceedingly difficult to find a method by which groups could safely rehearse/perform and sing together currently during this pandemic.

- *There are guidance documents available with respect to what considerations should be planned for a safe return to instrumental music classrooms and related activities. It is recommended that each school develop their own policies and procedures for instrumental classroom/ marching band settings.*
 - *The district will abide by the above guidance and make modifications to choir classes to exclude singing. Band teachers will review considerations and develop a plan for band class.*
- How will courses taken elsewhere factor, if students are not able to transfer altogether, transfer into grades and credit at Beavercreek?

I don't understand this question.

Beavercreek students will receive credit using the normal credit protocols for the following courses:

- *Course completed in the Traditional In-School Classes - this includes all delivery models possible - in-school, blended and remote*
- *Courses completed in the Beavercreek offered Online School - Edmentum Curriculum Courseware and Lincoln Learning*
- *CCP courses following the same procedures as in the previous years*
- *Credit earned outside of the school district and eligible for transfer to BCS credit evaluated and approved according to current credit transfer criteria.*

Risk Level Guidelines/Instructional Plans -Traditional In-School

- I do have one question related to the different levels represented in the graphic containing yellow (level 1) through purple (level 4). It isn't clear to me what this represents. Does this mean if the Greene County Public Health department determines BCS should move to a level 4 scenario that classes would be taught 100% remotely by my children's teachers as opposed to the contracted organizations? I appreciate any clarification possible.

Yes, if the school that your child attends advances to the "Purple" level, which represents full remote learning, your child's teacher will continue to serve as the primary instructor for your child. We will not be shifting students over to an online platform to take over the daily instruction. It would be our hope that advancement to "Red" or "Purple" would be for a limited time (minimum 2 weeks) so that we can safely mitigate the concerns of additional exposure, with the full intent of returning students back into the traditional educational environment. In addition, it is also our intent to provide advance notification of an advancement in the risk levels so that they can plan accordingly if at all possible.

- I have a question about the risk levels in the restart plan. Those colors mirror the ones that the state is using, so does that mean that Beavercreek would be in "orange" if Greene County is in "orange" or is the district using its own criteria based on the number of cases in the schools to choose a level? Is it possible for different buildings to be at different levels or will the district as a whole be at one level? It would be challenging for parents who have students in different buildings to make plans if their children were on different school plans.

Yes, the district may have buildings on different risk level colors. The reason we would like to allow this is to deal with each building specifically rather than impacting the entire district due to a concern which may be occurring in one building. With our county currently being labeled "Orange", the district would be in level 2 right now, which would require masks for students in grades 3-12 when social distancing cannot be achieved - this is the direct guidance that Governor Dewine has established. Our plan has been created from the direct guidance and conversation from the Greene County Public Health Department, they are the organization that we will have to respond to daily to assess the current climate of our schools. GCPH will inform us what we can and cannot do daily as we work through our school day. Our plan has guidance from the State regarding our risk level county color code along with guidance from GCPH in determining the appropriate restrictions for the appropriate state of the pandemic. We will adhere to the county color code along with the situational awareness of what might be occurring in each building. If the county is orange and we have a building hitting a spike, the superintendent will have the authority to move that building to the next risk level.

- I was wondering are the student going full tradition or are we doing students go half 2 days school and half online by 3 days home?

The instructional plan will be determined by the Risk Level Guidelines from the state which identifies a Level/Color for each county based on set criteria. The district has identified the instructional plan for each of the 4 Levels/Colors. This can be found on our website at the following [link](#).

- Can you please clarify how the levels are determined? Is it based on the county level or another manner?

It is a combination of the county risk level color and the current climate within each building. Our plan was created from the direct guidance and conversation from the Greene County Public Health Department, they are the organization that we will have to respond to daily, as situations arise in our school buildings. GCPH will inform us what we can and cannot do daily as we work through our school day. Our plan has guidance from the State regarding our risk level county color code along with guidance from GCPH in determining the appropriate restrictions for the appropriate state of the pandemic. We will adhere to the county color code along with maintaining situational awareness of what might be occurring in each building. If the county is orange and we have a building hitting a spike, the superintendent has the authority to move that building to the next risk level. We are still working closely with the GCPH Department as they have provided us with preliminary numbers regarding confirmed cases which would trigger a building to advance the risk levels on the chart (yellow to purple); however, those numbers are still preliminary as we work on the scope of impact for each school. Once this is finalized, it will be fully initiated. In summary, the district is planning on using the county color code as our baseline. We will also use the numbers for confirmed cases and absentee rates within each school to make an informed decision as to whether to advance to the next risk level should we feel we need to do so for safety. Our plan has the potential to be more restrictive than the county level.

- Is there an established number of cases in the county that will mean orange rather than yellow? What data points will decide that?

The county levels are determined based on statewide criteria. The following links provide the chart and alert indicators.

- <https://coronavirus.ohio.gov/static/OPHASM/Summary-Alert-Indicators.pdf>
- <https://coronavirus.ohio.gov/static/OPHASM/COVID-19-Risk-Level-Guidelines-GP.pdf>

- I wanted to ask if there is a plan in place in case there are positive cases in the schools with the traditional plan. At what number would the schools close? Would there be something on the website that parents could review in order to make decisions?

The instructional plan will be determined by the Risk Level Guidelines from the state which identifies a Level/Color for each county based on set criteria. The district has identified the instructional plan for each of the 4 Levels/Colors. This can be found on our website at the following [link](#). There are many factors that determine building closure and the district will work closely with the Greene County Health Department to determine when we need move levels on the Risk Chart if the county level is not reflective of the cases in a specific building.

- How will I know what the current Risk Level/Color in a building is?
The current Risk Level/Color for each building will be listed on the building and district website. If the Risk Level/Color changes, parents will be notified directly.

Staff Related Questions

- Do you have any plans to increase staff to meet the mental health needs of students during this time?
Beavercreek City Schools has recently employed two additional social workers to assist with the social and emotional needs of our students. The district also contracts for school based mental health providers. These individuals will work to support students.
- What is this stress going to do to our teachers? How does it affect their health and well-being? How does it affect their ability to teach? How does it affect the quality of education they are able to provide? What is it going to do to our kids? What are the long-term effects of consistently being stressed out?
These are important considerations. It is not possible to see into the future, but Beavercreek City Schools has and will continue to take these considerations into account and provide support and ongoing monitoring of our staff. Appropriate resources, training, and guidance will be available to all staff. Staff will engage in training to best understand the resources available to them, including the district's employee assistance program.
- My heart aches and hurts that you are making staff have to choose between family, their own health, and coming to an unsafe work environment. What options are you giving them? Do they have an option to assist with online learning instead of teaching in person?
We are dedicated to creating a safe work environment. Beavercreek City Schools anticipates some staff will be able to assist with our online learning option. We are also communicating with and committed to working with staff so they know and understand their options as it pertains to their work assignments.
- If a teacher tests positive for COVID-19 are they required to quarantine for 2-3 weeks? Is their sick leave covered, paid?
Any staff member that tests positive for COVID-19 will be directed by the local health department and their own physician regarding treatment and precautionary measures. The health department will conduct contact tracing regarding each positive test and work with the school district so that we may appropriately communicate with students and families. Beavercreek Schools is committed to following all local, state, and federal guidelines regarding contact tracing and appropriate leave of absences. The Families First Coronavirus Response Act (FFCRA) provides appropriate paid leave of absences for specific situations. See this Department of Labor poster for more information. [DOL FFCRA POSTER](#)

- What if someone who lives in the same house as a teacher tests positive? Does that teacher now need to take 14 days off of work to quarantine? Is that time off covered? Paid?

Any staff member that is directed by their physician or the department of health to quarantine will do so. Beavercreek City Schools will follow the Department of Labor FFCRA Guidelines for leave of absences. [DOL FFCRA POSTER](#)

- Where is the district going to find a substitute teacher who will work in a classroom full of exposed, possibly infected students for substitute pay?

Beavercreek City Schools is actively engaging all employed substitute teachers to determine staffing levels for 2020-2021. To date nearly all substitute teachers that have previously worked for BCS have indicated that they are planning to return for the 2020-2021 school year. In addition, BCS is reducing approved release time for staff to participate in non-COVID-19 professional development. This will decrease the number of substitute teachers needed to cover for teachers out of the classroom for meetings and professional development and increase the number of available substitute teachers due to COVID-19 related leave of absence.

- Substitutes teach in multiple schools. What if they are diagnosed with COVID-19? Do all the kids in each school now have to quarantine and get tested? Who is going to pay for that?

No. Quarantine requirements and testing is based upon details of contact tracing investigations and guidelines from the health department. If the health department or private physician recommends an individual be tested, there is no cost associated with the test.

Social Distancing

- Have you considered having a morning class for, say, kids with last names A-M and afternoon for N-Z?

Separating the student body into smaller groups by alphabet has been considered. It is not practical with available resources to split them into daily AM and PM groups. It is possible and part of our plan to break them into alphabetical groups with attendance on specific days. We call this “Blended Learning” in our plan which would be activated if the county/building goes to a level 3 - red.

- How you are going to implement the 6-foot social distancing without changing the class sizes.

Strict 6 foot social distancing will not always be feasible. We are working to create as many situations as possible within our buildings to keep individuals spaced to fulfill Greene County Public Health recommendations.

- Will barriers be used?
Yes, barriers/dividers will be used situationally. Each building is analyzing their specific situations.
- My daughter's class had 28 kids last year, so is that what we should expect to see even with distancing guidelines?
We anticipate fluctuations to our historical attendance trends due to the effects of COVID-19. We do not yet know what those impacts will be. Once enrollment numbers are determined for both educational options, the building administration will work to balance class sizes.
- How will you implement social distancing during class changes, arrival and dismissal - - will there be one-way hallways and staircases, will class changes be staggered?
Pedestrian traffic patterns will be adjusted as much as possible to encourage one-way traffic, limit the numbers of students in the hallways, and minimize face to face contact. This may include visible traffic pattern indicators.
- How will you implement social distancing at lunch?
Tables will be positioned to maximize spacing and seating capacity while still providing appropriate supervision, this could include utilizing areas outside of the cafeteria. All students will have assigned seats to keep them with their cohort for contact tracing purposes as much as possible.

Health Considerations

- How do you ensure proper hand washing is being done by kids?
All students will be trained on proper handwashing techniques and locations of sinks and/or hand sanitizing stations. In the elementary buildings teachers will be able to closely guide and monitor their class on the recommended practices. In the middle and high school buildings staff will consistently reinforce and encourage hygiene practices.
- If students who are on the traditional-schooling route are sick, and have to stay home for several days, will there be a way that they can easily keep up on their work? If they cant come back, I would hate for them to get behind.
Student illnesses while attending traditional schooling will follow building procedures for absences. The missed work will be provided to students when they are feeling well enough to complete it. The district will be utilizing virtual resources like google classroom to provide work to students when unable to attend school due to illness to reduce the amount of parents that need to come to school to pick up work.

- I would also like to have more details on HOW the board came to these conclusions with health and science professionals are telling us to do the opposite of what you've decided.

The district followed the guidance of the Greene County Health Department when creating the restart plan and will continue to do so as new information becomes available.

- When Tommy is allergic to peanut butter the class cannot bring a PB&J to school but a family with an immunocompromised person doesn't get the same respect of requiring masks for safety?

Beavercreek City School face covering policy is reflective of our county's risk level guidelines and we will implement our own risk level guidelines and adjust our face covering policies in accordance with the current risk level.

- You talked about a separate room for students who had a fever or showing symptoms. Will there be only one room and if multiple kids have a fever will they be placed in the same room? If my kid has a temperature and he's placed in a room with another kid who has a temperature and one has a fever and one has Covid I don't see how that could be safe.

There will be a separate room in addition to the clinic that will be utilized. The nurse will conduct additional screening to determine which students are separated. Face coverings and distancing of more than 6 feet will be required in each building's separation room.

- Would the school board be willing to add temperature checks for students?

It is not practical to conduct individual temperature screenings for every student upon entry to the school building each day. Therefore, each family is required to conduct wellness checks, including temperature checks, prior to coming to school each day. If a student reports or is observed to demonstrate any symptoms, temperature will be checked by the nurse.

- If a teacher tests positive and has 5 classes a day with 30 students each, do all 150 of those students need to then stay home and quarantine for 14 days?

No. Contact tracing and quarantine guidelines are conducted by Greene County Public Health on a case by case basis for each positive COVID-19 test. Based on the definition of "close contact" not all students in a teacher's roster would be required to quarantine.

- Do all 150 of those students now have to get tested? **No.**

- Who pays for those tests? Are they happening at school? How are the parents being notified? Does everyone in each of those kids' families need to get tested? Who pays for that?

If Greene County Public Health or a private physician writes an order for testing, there is no cost for the test. Testing will not occur at school. Students and families are strongly encouraged to follow GCPH and their own physician's recommendation when deciding whether or not to be tested. Parents, staff, and students will be notified of positive test results in an appropriate and necessary manner as determined by Greene County Public Health. Beaver Creek City Schools will follow all Greene County Public Health recommendations regarding contact tracing, quarantines, and positive test results for staff and students.

- Positive case and Quarantine: What if a student in your kid's class tests positive? What if your kid tests positive? Does every other student and teacher they have been around quarantine? Do we all get notified who is infected and when? Or because of HIPAA regulations are parents and teachers just going to get mysterious "may have been in contact" emails all year long?

Contact tracing and quarantine guidelines are conducted by Greene County Public Health on a case by case basis for each positive COVID-19 test. Based on the definition of "close contact" not all students in a teacher's roster would be required to quarantine. Families and staff will be notified of positive results based on the guidelines set forth by Greene Public Health on a case by case basis. Beaver Creek City Schools will honor and follow ALL respective laws regarding privacy of student and staff data.

- Also, what if a child tests positive for COVID? Would all classmates have to isolate for 14 days?

Not necessarily. This would depend on the contact tracing that is conducted and the recommendations of Greene County Public Health.

- Will we need to keep siblings home if one sibling is sick with an unknown illness? **No.**

- Hi, I am curious to know what will happen if there is a positive COVID test in a building. ***Contact tracing and quarantine guidelines are conducted by Greene County Public Health on a case by case basis for each positive COVID-19 test. Based on the definition of "close contact" not all students in a teacher's roster would be required to quarantine. Families and staff will be notified of positive results based on the guidelines set forth by Greene Public Health on a case by case basis. Beaver Creek City Schools will honor and follow ALL respective laws regarding privacy of student and staff data.***

- How will we be notified if Covid is found on a child's bus, classroom, school?
If it is determined necessary to notify staff, students, or parents of a positive test result, notification will be provided in writing and through telephone contact for those individuals deemed appropriate by GCPH.
- Also, it seems that temperature taking at the school is required by the state guideline. There is no mention of that in the reopening plan and according to a new article Beaver Creek is not going to implement that practice. Is that true?
The Greene County Public Health Department's guidance states that it is essential that students and staff conduct daily health checks PRIOR to going to school. This should include taking temperatures and assessing symptoms. BCS is following this guidance.