



LIST OF REVISIONS

REVISIONS

Date	Document	Description
17 May 2020	Summary, Guides 01-08	Issued
21 May 2020	Appendix A – Checklist	Issued
22 May 2020	Guide 07 – Infection Monitoring and Action	Revised to include changed public health guidelines around signs/symptoms of COVID-19 and when to contact 811
04 June 2020	Summary	Amended list of supports
29 July 2020	Guide 05 – Personal Protective Equipment (PPE)	Revised to include updated information surrounding the use of non-medical (i.e. cloth) masks, as well as face shields.
8 Sept 2020	Guide 07 – Infection Monitoring and Action	Revised to include changed public health guidelines around signs/symptoms of COVID-19 and when to contact 811
11 Sept 2020	Guide 08 – Addressing Symptomatic Cases	Revised to include new streamlined reporting process for lab confirmed positive cases.

Summary

Revised 04 June 2020

Background

COVID-19 is a new viral illness, caused by a Novel Coronavirus (SARS-CoV-2).

“Epidemiologic evidence suggests this virus transmits readily by respiratory droplets and contact. This suggests that transmission in a workplace/business setting is likely either directly via close contact or indirectly via contaminated surfaces and/or objects (fomites).” (Government of Canada)

These *Return to Campus Guidelines* are meant to provide the first step in a phased approach to provide safe work environment allowing for some resumption of on-campus activity, when we are permitted to do so by local Public Health officials.

University Position

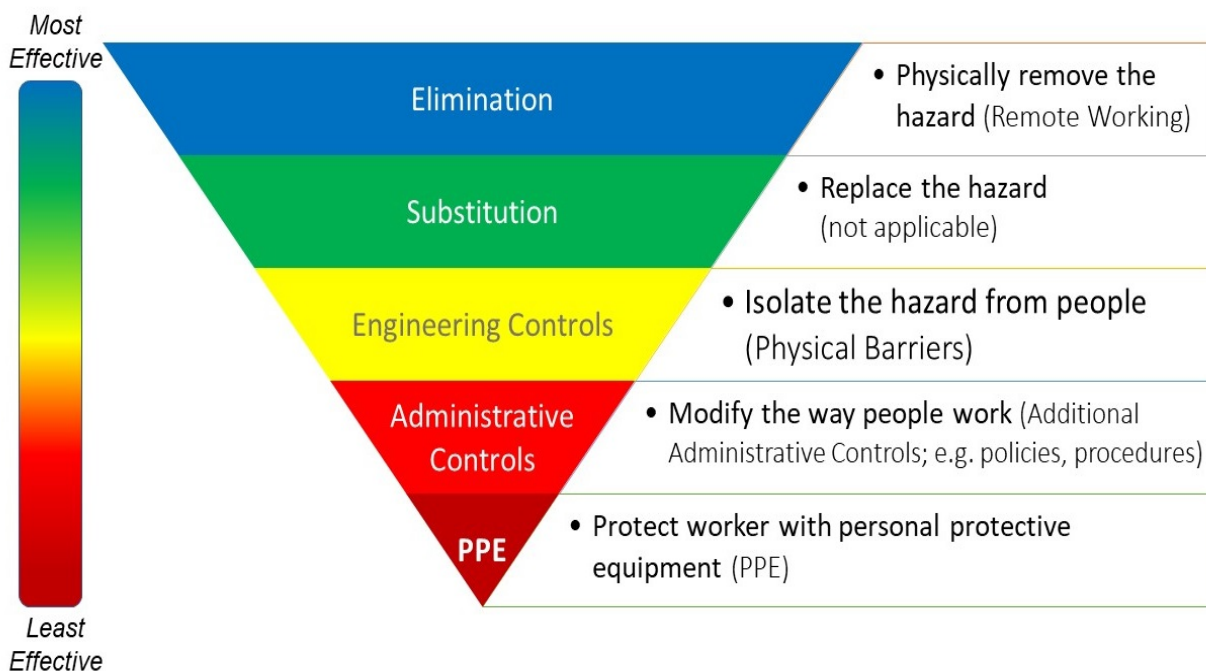
Novel Coronavirus (SARS-CoV-2), the virus that causes COVID-19, poses a new workplace hazard to be considered under the Occupational Health and Safety Act of Nova Scotia. Leaders have a general duty to take every reasonable precaution to protect their employees from hazards in their workplace.

Leaders are expected to comply with this guide which follows a well-established hierarchy of controls creating a framework to help mitigate the associated COVID-19 risks in the work environment. Faculties / business units are encouraged to develop additional processes and protocols to help guide their staff to meet the minimum standards outlined within this guide.

Guidance

Dalhousie is implementing a standard Occupational Health and Safety (OHS), hierarchy of controls principled approach to reduce the risks associated with the COVID-19 virus. The fundamental concept behind this hierarchy is that the methods at the top of graphic are generally more effective and protective than those found at the bottom. Following this hierarchy often leads to the implementation of much safer systems, where the risk of illness or injury has been substantially reduced.

Hierarchy of Controls



There are a series of eight (8) guides that provide detail on each mitigation subject including:

- 1. Determining Who Should Work on Campus:** With personnel not physically present, the risk of workplace exposure risk is eliminated
- 2. Physical Distancing:** When personnel are required on campus, physical distancing in conjunction with proper hand washing is critical to reduce exposure.
- 3. Physical Barriers:** Where physical distancing cannot be maintained, the engineering control of physical barriers provides staff additional protection from exposure.
- 4. Additional Administrative Controls:** Policies, procedures, signage, and training are required to ensure personnel are aware of the risks and mechanisms of control.
- 5. Personal Protective Equipment:** Personal protective equipment (PPE) may be required when physical distancing, physical barriers, and administrative controls are ineffective, or impractical for mitigating the risks.
- 6. General Cleaning and Disinfection:** Frequent cleaning and disinfection of surfaces are critical in preventing exposure to contaminated surfaces.
- 7. Infection Control and Monitoring:** Monitoring for signs and symptoms of COVID-19 in on-campus personnel is beneficial to reducing on-campus transmission.
- 8. Addressing Symptomatic Cases:** Advanced planning and clear communication will minimize operational disruptions and staff concerns from potential positive cases.

Support

Leaders may seek out additional support from Dalhousie groups, including:

- Environmental Health and Safety
- Information Technology Services
- Human Resources
- Facilities Management (Zone Maintenance, Custodial, and Security Services)
- Communications and Marketing
- Office of the Vice President Research and Innovation

1. Determining Who Should Return to Campus

Issued 17 May 2020

Background

Working remotely eliminates potential occupational exposure to the virus that causes COVID-19 by removing the potential for infection at the worksite.

“Whenever possible, hazards should be eliminated. This can be achieved by eliminating any activity that is not essential or can be delayed until the threat of viral exposure is reduced or resolved. This may be difficult, but leaders must do whatever is reasonably practical to reduce the risk to their employees.”
(<https://novascotia.ca/coronavirus/working-during-covid-19/#other-advice>)

University Position

Leaders should carefully assess the minimum number of personnel that require a physical presence on campus to maintain the functionality of the faculty / business unit. Whenever possible, leaders should encourage their personnel to continue working remotely.

When working remotely is not practical, plans should be developed to minimize the amount of time personnel are on campus.

Leaders are expected to give special consideration and accommodations to those that express concerns with returning to campus.

It is imperative that on campus personnel be significantly limited to reduce the risk of exposure to the virus as well as minimize the impact on those that provide support services to the university.

Guidance

Leaders are expected to implement the following:

- When practical, personnel should work remotely.
- Consider additional technology or supports which may facilitate more effective remote work.
- Evaluate the minimum number of on-campus personnel required to efficiently function.
- Consider modifications to work schedules including limiting:
 - Number of hours per day
 - Number of days per week
- Consider factors that may cause significant hardship for personnel to return physically to campus:
 - Pre-existing medical conditions
 - Mental health considerations
 - Method, and availability, of travel to the workplace
 - Childcare, eldercare, or other caregiver concerns

- Ill family members
- Quarantines / isolations within the household
- Other household members' occupational situations (military deployment, health care, etc.)

Support

<https://dalus.sharepoint.com/sites/remoteworking>

2. Physical Distancing

Issued 17 May 2020

Background

One of the best ways to protect yourself and others is to practice physical distancing, sometimes called social distancing, in combination with proper handwashing practices.

“COVID-19 spreads mainly among people who are in close contact (within about 2 meters / 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19”. (US CDC).

University Position

Leaders are expected to develop process and procedures that allow physical distancing to be successfully implemented as possible, where personnel require a physical presence on campus.

Guidance

Leaders are expected to implement the following:

- Strive to keep personnel a minimum of 2 m (6 ft.) away from others. Note that greater distances may be required during periods of strenuous physical activity.
- Avoid in-person group meetings where possible with preference for virtual meetings (e.g. Microsoft Teams).
- Develop physical distancing plans to address the unique needs and circumstances of each business unit or worksite.
- Evaluate areas with constricted access (doorways, hallways, elevators, stairwells, washrooms, etc.).
- Consider visual cues such as: directional arrows to indicate one-way traffic, dividers, ropes, closing of washroom stalls/sinks, lines on floor, etc. to remind people of appropriate physical distancing in your areas.
- Do not restrict / impede emergency exits, or the flow of personnel.
- Consider common areas (lounges, lunchrooms, shared offices, etc.) to determine if they can still be used maintaining physical distancing guidelines.
- Office layouts may need restructuring to increase spacing between workstations.
- Consider the size of all elevators, as well as their layout. Elevators may have to be restricted to one or two people at any given time to accommodate physical distancing requirements.
- Areas where physical distancing cannot be achieved, and other appropriate controls cannot be established should have access restricted.

Support

<https://www.dal.ca/novel-coronavirus.html>

3. Physical Barriers

Issued 17 May 2020

Background

When physical distancing cannot be maintained, a physical barrier offers additional protection by blocking the path of droplets that may contain the virus known to cause COVID-19.

“COVID-19 spreads mainly among people who are in close contact (within about 2 meters / 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19”. (US CDC)

University Position

When physical distancing is not practical on campus, leaders should consider installing physical barriers. Physical barriers can be an effective form of protection for those in roles that require frequent interaction with others.

Guidance

Leaders are expected to implement the following:

- Physical barriers must be of adequate size and construction to provide an appropriate level of protection to the personnel on both sides of the barrier.
- Special consideration must be made to the construction of the barrier:
 - Barriers should not prohibitively impede the duties of personnel.
 - Barriers should be of adequately sturdy construction.
 - Barriers must be of a material that withstands frequent cleaning and disinfection.
 - Barriers cannot contravene the Fire Code, and must allow for ease of egress in the event of an emergency evacuation.
- Whenever possible, desk-mounted barriers for employees who have frequent interaction with the public should be made of transparent materials to allow ease of viewing.
- In an office setting, larger (i.e., partition type) barriers may be required to offer protection for employees who sit closer than physical distancing guidelines would allow.
- Employees who are in proximity to a path of travel of other employees may require barriers if alternate walkways cannot be found and delineated as such
- Plans shall be developed to ensure the physical barriers are cleaned frequently.

Support

- A Dalhousie Facilities Management (FAMIS) request is required if assistance is necessary for physical barrier design/installation.
- Standard procurement policies apply where procurement of office partitions is required.

4. Additional Administrative Controls Issued 17 May 2020

Background

Administrative controls, including policies, shift rotations, and safe work procedures change the way people work or act and can be effective in reducing the risk of exposure to the COVID-19 virus.

University Position

Leaders should carefully assess their local operations and implement additional administrative controls to address the specific hazards related to their workspaces and specific tasks performed.

General Position

Leaders are expected to implement the following:

- Consider developing Safe Work Procedures (SWP) that describe how a task or situation should be handled, including as examples:
 - Shipping/receiving of packages
 - Interacting with visitors
 - Local cleaning requirements
 - Working in lab spaces
- Reinforce frequent hand washing.
- Consider installing signs and information posters, including as examples:
 - Handwashing reminders
 - Physical distancing reminders
 - Stay home if you feel unwell
 - Signs and symptoms of COVID-19
 - Directional travel arrows
 - Room capacities
- Consider alternative work schedules, staggered breaks or other means to minimize the number of people sharing the same area.
- Follow current university travel policies and guidance.
- Inform and train personnel on any policies, guidance, and/or equipment that have been put in place.
- Ensure personnel are aware of the general risks associated with the virus that causes COVID-19

Support

[https://dal.sharepoint.com/sites/remoteworking.](https://dal.sharepoint.com/sites/remoteworking)
<https://www.dal.ca/novel-coronavirus.html>

5. Personal Protective Equipment (PPE)

Revised 29 July 2020

Background

Personal Protective Equipment (PPE), such as face masks, gloves, and glasses can be effective protection from infectious diseases. PPE is generally only considered once all other control strategies are deemed impractical. Non-medical (i.e. cloth) masks, when worn by all personnel, have been shown to be an effective part of an overall COVID-19 risk management strategy.

“Risk of infection with the virus that causes COVID-19 can be mitigated using multiple strategies in combination. The first strategy is to avoid situations and people that pose a risk, by having people stay home when ill and maintaining a 2 metre (6 ft) distance from others. When it’s not possible to avoid contact with others, hand hygiene and respiratory etiquette are very important to reduce spread. Personal protective equipment (PPE), such as face masks and gloves, can be used in certain situations to protect people from infectious diseases.” (Government of Canada)

University Position

Leaders should assess the need for PPE after considering the effectiveness of the existing administrative and engineering controls. It should be noted that PPE availability could be limited during COVID-19 pandemic.

It is required that all personnel wear non-medical (i.e. cloth) masks while travelling throughout any common areas (buildings, libraries, food establishments, residences, hallways, stairwells, elevators, and common study areas, etc), as well as while working in areas with other personnel at a distance greater than 2 m (6 ft), unless they have a valid medical reason precluding their use. For tasks within 2 m (6 ft) of others, or as other risks require, surgical style facemasks of an appropriate grade should be used.

Faculties/Departments/Principal Investigators will continue to provide PPE to personnel whose tasks require protection for non-COVID-19 related hazards. Where appropriate PPE is not available, these tasks shall be suspended.

Guidance



N-95 Filtering Facepiece Respirators

N-95 masks are currently only recommended for use by medical professionals during the pandemic, unless they are required for other non-COVID-19 hazards. The use of these respirators requires a medical evaluation and respiratory fit test prior to their use.



Surgical style facemasks

These masks provide additional protection when an appropriate minimum distance of 2 m (6 ft) cannot be observed. Personnel using these masks as PPE should ensure the mask's quality is sufficient to ensure adequate protection.

Non-medical masks

Non-medical (i.e. cloth) masks may provide limited protection to those wearing them, but has been shown to help protect others by containing respiratory droplets while coughing and sneezing. Frequent laundering, as well as use of proper process to put masks on and take them off, is required to prevent cross contamination and microbial build up on reusable non-medical masks. Physical distancing must be maintained while wearing non-medical masks.

It is required that all personnel wear non-medical (i.e. cloth) masks while travelling throughout any common areas (buildings, libraries, food establishments, residences, hallways, stairwells, elevators, and common study areas, etc), as well as while working in areas with other personnel at a distance greater than 2 m (6 ft), unless they have a valid medical reason precluding their use. For tasks within 2 m (6 ft) of others, or as other risks require, surgical style facemasks of an appropriate grade should be used.

While non-medical masks are not required in areas such as laboratories and classrooms, they can provide an added measure of protection to others while personnel are moving around within these spaces and their use in such circumstances is encouraged where practical.

Non-medical masks can be removed in personal, private workspaces where a distance of two metres can be observed, or within students' private residence rooms. Non-medical masks may also be briefly removed while eating and drinking, providing personnel are stationary and still observe a proper physical distance of 2 m (6 ft).

Disposable gloves

Disposable (e.g. nitrile) gloves are recommended when workers may be in direct contact with an ill person, or a contaminated object or environment. Gloves must be used and removed properly to prevent cross-contamination. Frequent and thorough hand hygiene, as well as not touching one's face, are still required while using gloves.

Face/eye protection

Face and/or eye protection (i.e. glasses, goggles, or faceshields) may provide additional protection when workers may be in direct contact with an ill person, or as a supplement to other PPE. These must be worn in combination with respiratory protection (i.e. masks) to be effective at protecting against SARS-CoV-2.

Support

<https://www.dal.ca/novel-coronavirus.html>

<https://www.youtube.com/watch?v=4Oco1BfcYII>

6. General Cleaning and Disinfection

Issued 17 May 2020

Background

Regular cleaning and disinfecting can help prevent the spread of illness including COVID-19. The virus that causes COVID-19 can survive on surfaces in the environment for several days. Frequent cleaning and disinfecting of high-touch surfaces and objects can help prevent the transmission of COVID-19.

University Position

The university is committed to provide enhanced cleaning presence with Custodial Services during this time (for previously serviced areas). This will include a minimum of twice per day cleaning of frequently touched surfaces in common building areas including doorknobs, light switches, handrails, bathrooms, etc. The university will provide specialized deep cleaning and disinfection to affected areas where a COVID-19 exposure has occurred.

Leaders are expected to manage increased local level cleaning on shared equipment including photocopiers, phones, desks, physical barriers, keyboards, desks etc. Items that cannot be easily cleaned should be removed (e.g., newspapers, magazines, books, toys, etc.).

Guidance

Leaders should carefully consider the following:

- Cleaning for the COVID-19 virus is the same as for other common viruses.
- Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread. Health Canada has an approved list of specific brands and disinfectant products for use against coronavirus (COVID-19). Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned before disinfecting (unless otherwise stated on the product).
- Consider increased frequency of cleaning and disinfecting in high traffic areas, common areas, public washrooms and showering facilities.
- High-touch areas and shared surfaces should be frequently cleaned and disinfected. These surfaces include:
 - Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.
 - Phones, computers, remote controls, keyboards, photocopiers, desktops, cash registers, customer service counters, menus.

- Equipment handles, hand tools, machinery control panels, seat belt buckles, steering wheels and controls on powered mobile equipment.
- Ensure a supply of disposable towels and spray cleaners, or disposable wipes, to regularly clean/disinfect commonly used surfaces.
- Remove all communal items that cannot be easily cleaned, such as newspapers, and magazines.
- Additional cleaning/disinfection for shared areas, especially before and/or after a change in personnel.

Support

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

7. Infection Monitoring and Action

Revised 8 September 2020

Background

Being self-aware of any signs and symptoms of COVID-19 might help to identify the disease at its earliest stages, helping to limit the spread of the disease.

“People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.” (US CDC)

University Position

Personnel should self-screen each workday before departing their household for the signs or symptoms of COVID-19. If they are present, employees should follow the current guidance from Public Health plus refrain from traveling to campus and notify their manager or supervisor.

Should personnel begin showing signs or symptoms of COVID-19 while on campus, they should self-isolate, follow current Public Health guidance, and notify their manager or supervisor.

Personnel who are exposed to COVID-19 suspected cases within their household should remain home and follow Public Health advice on when they may return.

Guidance

Leaders should encourage and reinforce the need for all personnel working on campus to self screen daily prior to departing for the university. If any of the below conditions are met, personnel should remain home and contact their manager/supervisor. They should complete public health 811’s self-assessment tool and follow public health guidance for testing, treatment, monitoring, and/or return to work.

In the past 48 hours have you had, or are you currently experiencing:

Fever (i.e. chills/sweats) OR Cough (new or worsening)

-OR-

Two or more of the following symptoms (new or worsening):

- Sore throat

- Runny nose/nasal congestion

- Headache

- Shortness of breath

Any implemented process needs to be respectful of the employee’s privacy, based on science, and applied responsibly to protect others at the workplace. Employees should not be required to disclose additional personal medical information to their supervisor or manager.

Support

<https://811.novascotia.ca/>

<https://when-to-call-about-covid19.novascotia.ca/en>

<https://ca.thrive.health/covid19/en>

8. Addressing Symptomatic Cases

Revised 11 September 2020

Background

While this guideline series will help to minimize the risks of infection within the workplace, it is still possible for employees to contract the virus either at work, or outside of the workplace. Advanced planning and clear communication are beneficial to minimize operational disruptions and staff concerns from potential positive cases.

University Position

In the event of a reported suspected/positive COVID-19 case, Dalhousie University will follow Public Health guidance in taking the necessary steps and operational decisions to minimize the potential spread and impact.

The confidentiality of personnel will be respected, and leaders are expected to support their personnel throughout this process.

Guidance

Leaders have the following expectations:

- Infected employees should not be identified to their co-workers as having contracted the virus, as this should be treated as confidential medical information.
- Employees who are known to have close contact with the infected employee should be isolated/sent home to await being contacted by Public Health.
- Leaders should consider immediate temporary closing of areas until additional cleaning/disinfection can be completed.
- Leaders should work with Public Health to assist their investigation and/or contact tracing
- If an employee is confirmed as positive, by a laboratory test, the employee's direct supervisor will immediately contact Dalhousie Security at 902-494-4109.
- Dalhousie Security will notify Accessible Employment (HR), Custodial Services, and Environmental Health and Safety (as required) on behalf of the employee/supervisor.
- Student-related cases will be managed directly by Nova Scotia Public Health with support from Student Affairs (cases involving students who are also employees should be reported as other employees).
- It is important to recognize that some employees may be very uncomfortable working in a setting where someone tested positive for COVID-19. Special accommodations may be necessary.
- Accessible Employment will see the case through to conclusion, and is always available to assist where these difficult situations may occur, or if any questions should arise surrounding positive cases of COVID-19.

Support

<https://novascotia.ca/coronavirus/working-during-covid-19/#if-employee-tests-positive>

Dalhousie Accessible Employment - accessible.employment@dal.ca

Dalhousie Student Affairs

Appendix A – Return to Campus Checklist

Issued 21 May 2020

1.0 – Determining Who Should Return to Campus

Y	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1. Assess whether workers can complete their tasks/responsibilities remotely.
2. Provide additional resources/equipment/training to personnel that would able them to work remotely more efficiently.
3. For tasks that cannot be completed remotely, determine the minimum number of personnel that require a physical presence to do so safely.
4. Consider factors that may induce hardships for individuals if asked to return to campus.
5. Consider reduced hours or shift rotations to limit the number of personnel present.

2.0 – Physical Distancing

Y	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

1. Review offices/labs/workspaces to determine if physical distancing of 6 feet in all directions can be maintained. Consider restructuring spaces if needed.
2. Review travel pathways such as corridors to determine if unidirectional travel is possible/required.
3. Assess locations of shared equipment or supplies, consider relocating to areas of lower traffic if possible.
4. Evaluate shared spaces such as elevators, lunchrooms, and washrooms and consider maximum occupancy restrictions.
5. Restrict access to areas where physical distancing cannot be maintained, and where other sufficient controls cannot be implemented.
6. Place distance indicators, directional arrows, and other visual cues that can help workers with maintaining physical distance.
7. Train personnel on how to implement physical distancing requirements for their tasks and workspaces.

3.0 – Physical Barriers

Y	N/A

1. Physical barriers have been installed in areas where personnel are required to be present and physical distancing is not feasible.
2. Barriers are sufficient in size to provide protection to workers.
3. Barriers have been installed securely and do not pose a hazard to workers.
4. Personnel can complete their tasks unhindered while the barrier is in place.
5. Barriers do not impede emergency egress.
6. Plans have been developed for the cleaning and maintenance of barriers.
7. Personnel have been trained on the appropriate use of physical barriers.

4.0 – Additional Administrative Controls

Y	N/A

1. Step-by-step Safe Work Procedures (SWPs) have been developed for specific tasks, that describe how COVID-19 considerations are to be implemented to complete the task safely.
2. Signs have been installed to indicate requirements for specific areas, such as: physical distancing, traffic flow patterns, maximum occupancy, closed areas.
3. Reminder posters have been put up, for example: proper handwashing procedures, signs/symptoms of COVID-19, etc.
4. Personnel have been trained on the COVID-19 procedures and requirements for their tasks and work areas.
5. Proper handwashing methods have been reviewed with all personnel.
6. Ensure any COVID-19 specific precautions do not conflict or interfere with general safety protocols.

5.0 – Personal Protective Equipment (PPE)

Y	N/A

1. Where physical distancing, barriers, and administrative controls are not sufficient for COVID-19 related hazards, ensure appropriate PPE is provided to personnel.
2. Ensure personnel have been trained on the proper use of PPE.

- For non-COVID-19 related hazards, continue to ensure personnel have all appropriate PPE required for the task.
- Tasks for which there is insufficient PPE have been suspended.

6.0 – General Cleaning and Disinfection

Y	N/A

- Ensure a supply of disposable towels and spray cleaners, or disposable wipes, to regularly clean/disinfect commonly used surfaces.
- All communal items that cannot be easily cleaned, such as newspapers, and magazines, have been removed.
- Plans have been developed for cleaning shared-use equipment before and after each use.
- Plans have been developed to clean any shared workstations before and after shift changes.
- Personnel have been trained on cleaning requirements for which they are responsible, including frequency and method of cleaning their workspaces and equipment.

7.0 – Infection Monitoring and Action

Y	N/A

- Personnel have been provided with resources on the signs and symptoms of COVID-19, and are aware of the 811 online assessment tool.
- Employees have been instructed to monitor themselves for COVID-19 symptoms daily before departing their homes for work, and to notify their manager and stay home if not feeling well.

8.0 – Addressing Symptomatic Cases

Y	N/A

- It has been communicated with personnel what to expect in the event of a symptomatic case in their work area.

Area/Group Checklist Completed For:

Checklist Completed By:	Date:	Signature:
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