



COVID-19 SAFETY PLAN

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

All students and staff will be kept in stable groups. The maximum number of students and staff will be determined by the capacity of the room (not to exceed 14 students and 2 staff) so long as a distance of 6 feet can be maintained for in-person, core classes. Teachers will work with only one cohort. The REACH School is prepared and able to follow all the cohort requirements by SCOE and the Health Department at all times. Electives are offered to Grades 7-8 only. These grades will receive all instruction remotely via Zoom.

The REACH School's planning is designed to minimize crossover between students and adults in school buildings: REACH will offer in person instruction for Grades TK-6, which has a student population of 75 students. Based on parent feedback, we estimate that only approximately 60% will opt to return to campus. Classrooms will provide 6 ft of clearance between student desks/tables and teachers.

We have 1 campus and will be utilizing 7 classrooms. Breaks will be outdoors, in a designated area with a staggered schedule to avoid commingling. Outdoor activities and instruction will occur only within stable groups and students will be supervised to ensure 6 feet of distancing.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

The Charter School will allow only necessary visitors and volunteers on the Charter School campus and limit the number of students and staff with whom they come into contact. Visitors must wear a secured, well fitted mask at all times. The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.

Essential visitors include: Special Education service providers, counselors and delivery vendors.

Each visitor to the school site shall be screened for COVID-19 symptoms before entering the school site. The staff member who greets the visitor at the entrance shall administer an in-person wellness check prior to escorting the visitor to his or her destination.

- If the visitor answers "no" to all questions, he or she may enter the school.
- If the visitor answers "yes" to any of the questions, he or she may not enter the school.



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3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

Arrival will have staggered schedules and assigned campus entrances and exits to ensure the best scenario for stable groups to avoid close contact and mixing, as well as allow for physical distancing.

- Each group of up to 14 students has been assigned an arrival time as well as an assigned campus entrance.
- Upon arrival (all students are transported to school in parent vehicles), students may exit the vehicle and wait to be screened prior to entering their classroom. All students must wear a secure, well fitted mask before exiting their vehicles.
- Parents must remain in their vehicles and leave campus as soon as the child has vacated.
- Following a temperature check with a touchless thermometer, students will proceed directly to the group's designated handwashing station and then enter the classroom, following the specific route for their group. This screening will be performed in addition to the home self-screen, outlined in Step 7 below.
- Loitering or mingling of students or parents before school is not permitted.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

Throughout the school day, each stable group will have a specific schedule and designated routes for restroom use and activities to prevent close contact or mixing of groups.

- Restroom use is staggered so that only one student/staff will use the restroom at a time to ensure physical distancing. Good ventilation and air circulation in the restrooms will be ensured through open windows or doors and the utilization of fans.
- Bathrooms will be assigned to stable group(s) rather than gender, to allow for more equal distribution.
- Each stable group will have a bathroom pass, allowing only one student in the bathroom at a time. Kindergarten and 1st Grade will have private bathrooms for that stable group.
- Yellow and Purple groups will share a restroom and Green and Blue will share a restroom.
- All restrooms will be cleaned throughout and at the end of each day.
- Our campus does not have hallways.
- Dismissal will be between 11:45-12:00 to eliminate the need for onsite lunch.
- Playgrounds and fields will be used by one stable group at a time.



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5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

Departure will have staggered schedules and assigned campus exits to ensure the best scenario for stable groups to avoid close contact and mixing, as well as allow for physical distancing.

- Each group of up to 14 students has been assigned a dismissal time as well as an assigned campus exit to eliminate mixing of stable groups and their parents.
- Upon departure (all students are transported from school in parent vehicles), parents will wait in their vehicles for students.
- Loitering and mingling will not be permitted. Parents should leave campus immediately once their child is buckled.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

REACH will adhere to research-based guidance from CDPH, CDE and CDE as well as State and local health orders. Students of all ages (K-grade 6) and staff will be required to wear face masks during the school day.

- All students and staff will be required to wear face masks to cover their nose and mouth at all times except while eating. Vented masks are not permitted.
- Face masks will be worn both indoors and outdoors (except when eating).
- Proper use, removal, and washing of face coverings will be shared with students, their families, and school staff and will continue to be shared throughout the remainder of the school year.
- Approved types of face include double layer cloth masks and disposable 2 or 3- ply medical face masks only. Gaiters, bandanas and single layer cloth masks are not permitted.
- Students will have 1 extra mask stored at school in a sealed bag labeled with the student's name.
- The school has a large supply of disposable face masks available for students or staff who forget their masks.
- In the event a student refuses to wear a face mask at school and is not exempt from wearing a face covering, the student will be excluded from campus and will participate in concurrent distance learning (available through classroom technology to support students who choose not to return to in-person instruction).
- Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school, must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative, so the student can participate in in-person instruction.



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7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

Students and staff will be screened for symptoms of COVID-19 each day in the following way:

- Staff will be screened by office employees (temperature check and screening questions) once they arrive onsite.
- All students (parents will complete on behalf of student) and staff* will be required to complete a daily health screening to include:
 - a touchless temperature check in the morning at home
 - reporting of any symptoms of COVID-19 that the student has experienced
 - reporting of any household members with symptoms of COVID-19
 - reporting of any possible exposure to the virus by the student or family
 - on arrival at school, staff will check students' temperatures with a touchless thermometer.
- Students and staff with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department. Students and staff will be supported in staying home if ill, without concern of repercussions to employment or their grade.
- If a teacher is out sick or has time off, the entire stable group will default to Distance Learning for the duration of the absence.

The REACH School's protocols to respond to student COVID-19 symptoms follows the Health Department and Sonoma County Office of Education guidelines as well as the school's own sick policy:

- Students are not allowed to attend school if they are showing any symptoms of illness which could be passed on to another child or adult.
- Students may not attend school if any member of the household has symptoms of COVID-19.
- The student may participate in Distance Learning, as illness allows, until symptoms resolve and cleared to return to in-person instruction.
- Make up time for missed assignments or tests can be arranged with the student's teacher.



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-Staff should be continuously monitoring students for symptoms throughout the day, paying close attention to sneezing, coughing, general malaise and other signs of illness. Subsequent temperature checks may be utilized.

-If a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100 F (38 C) degrees while at school, parent/guardian will be contacted for an immediate pick-up.

-The student will be removed from class immediately. The student will be isolated (comfortably) in a designated room, continue wearing a face mask, and will be supervised by a designated staff member, in an adjoining room. Personal protective equipment noted below must be worn if space is shared with the isolated student until the parent/guardian arrives to take the student home as soon as possible.

-The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment: N95 mask, face shield, gown and gloves.

The parent/guardian, or those authorized to pick up a student from school, will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick up.

- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with Health Department guidelines. The areas where the student was prior to reporting symptoms will be cleared of all students and staff and will be immediately cleaned and disinfected.
- The REACH School requires families to consult with the student's physician if a student is experiencing symptoms of COVID-19. In order to return to school, the student must provide a physician's release and may return to school after 24 hours have passed without fever (fever must be resolved without the use of medications) and symptoms have started improving. The school will strongly encourage the student to obtain a COVID-19 test as well and will advise getting a COVID- 19 test immediately and again on day 8 from onset of symptoms if no physician's clearance is obtained.
- The REACH School will provide symptomatic testing resources, as practicable.
- To prevent stigma and discrimination in the school setting, student and employee health screenings should be kept as private as possible to maintain the confidentiality of student and employee medical and student records. Race, nationality, country of origin and other protected characteristics will never be used as a basis for particularized health screening.

If a staff member becomes ill at school:

- He/she is required to leave school immediately. We will follow procedures outlined in the table below for diagnosis and return to school.



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Actions to take if there is a confirmed or suspected case of COVID-19

<p>1. COVID-19 symptoms (fever, cough, loss of taste or smell, difficulty breathing, etc.). Symptom screening.</p>	<ul style="list-style-type: none"> ● Send home if at school ● Recommend testing (if positive, see #3, if negative, see #4) ● School/classroom remains open
<p>2. Close contact with a confirmed COVID-19 case</p>	<ul style="list-style-type: none"> ● Send home if at school ● Exclude from school for 10 days from last exposure per CDPH quarantine recommendations ● Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative)
<p>3. Confirmed COVID-19 case infection</p>	<ul style="list-style-type: none"> ● Notify Sonoma County Health Dept. ● Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date ● Identify school contact, inform the Sonoma County Health Dept. of identified contacts (possibly the entire cohort) from school for 10 days after the last date the case was present at school while infectious. ● Begin contact tracing (details and steps included below). ● Recommend testing asymptomatic contacts 8 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). ● Disinfection and cleaning of classroom and primary spaces where case spent significant time. ● School remains open.
<p>4. Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</p>	<ul style="list-style-type: none"> ● May return to school after 24 hours have passed without fever and symptoms have started improving. ● School/classroom remain open.



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8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

Consistent with CDPH Guidance, the Charter School will implement surveillance testing based on local disease trends periodically, as testing capacity permits and as practicable, and if required by the local public health order.

Testing schedule will be as follows and as kits are available:

Purple Tier:

- Symptomatic and Response Testing of Staff as needed for exposures and outbreaks.
- Weekly asymptomatic testing of staff and students

Red Tier:

- Symptomatic and Response Testing of Staff as needed for exposures and outbreaks.
- Bi-weekly asymptomatic testing of staff and students

Orange Tier:

- No Asymptomatic Testing of Students and Staff
- Symptomatic and Response Testing as needed for exposures and outbreaks

Yellow Tier:

- No Asymptomatic Testing of Students and Staff
- Symptomatic and Response Testing as needed for exposures and outbreaks.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

Physical distancing (staff):

The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between employees, to include some or all of the following:

- The Charter School will arrange desks and workspaces to create a minimum of six (6) feet between individuals.



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- The staff room will be limited to 3 employees at a time, 6 feet apart, with the door and a minimum of 1 window remaining open. Staff are encouraged to eat meals outdoors or in large, well ventilated spaces.
- Where possible, trainings and other meetings will be conducted virtually or in a manner that accommodates physical distancing.

Physical distancing (students):

The Charter School will incorporate CDE guidance with respect to physical distancing between students on campus, to include some or all of the following:

The Charter School will consider different options for instructional scheduling models, including using a blended learning model (if necessary) to limit the total number of students on campus each day.

The Charter School will establish a maximum occupancy of each classroom. Desks will be arranged to minimize face-to-face contact and maintain six (6) feet between students and teacher.

- Students will remain in the same space, in a stable group at all times.
- Students will not mix with other stable classroom cohorts.
- Carpooling is discouraged, but if necessary, ideally all children are in the same stable group. Masks should be worn and windows should be open.
- Maximization and use of outdoor space (with 6ft distancing) will be utilized as much as practicable.
- Restrooms will be assigned by group of students to the extent practicable. Only one student may use the restroom at a time.
- Each group will follow an assigned path to and from the restroom.
- Our campus does not have busses, hallways, lockers, locker rooms, a cafeteria or gym.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

The Charter School will enforce routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.

- Sanitation routines will enable students and staff to regularly wash their hands at staggered intervals.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.



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- The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- If soap and water are not readily available, the Charter School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol.
- Children under age 9 should only use hand sanitizer under adult supervision.
- Drinking fountains will be turned off and students will need to bring water bottles from home. They should be large enough to sustain the student for 3 hours, as refilling opportunities are not available.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

The Charter School will incorporate the CDPH and CDC Guidance for Cleaning, Disinfection and Ventilation as appropriate to maintain a high level of cleanliness throughout the year and reduce the risk of exposure to and spread of COVID-19 at the school site.

- Custodial staff will perform thorough cleaning when students are not present. When cleaning, the space will be aired out before children arrive.
- Staff should wait twenty-four (24) hours before cleaning and disinfecting any area that was used by a person who was experiencing COVID-19 symptoms. If it is not possible to wait twenty-four (24) hours, then staff will wait as long as possible.
- The Charter School will ensure proper ventilation during cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, bathroom surfaces and door handles, will be routinely disinfected.
- The Charter School will utilize COVID-19 approved germicidal cleaning solutions at the end of each day by a cleaning company educated in COVID mitigation. All surfaces and high touch items will be disinfected.

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -



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Students and employees are discouraged from sharing desks, computers, books, phones, pens, art supplies, or other work tools and equipment, when possible. When shared use is allowed, the items and equipment will be cleaned and disinfected between uses.

Bathrooms will be cleaned and disinfected by a cleaning company at the end of each day and spot cleaned by maintenance and office staff at hourly intervals while students are on campus.

The school office will be cleaned and disinfected nightly by a cleaning company educated in COVID mitigation.

If used, outdoor playgrounds/natural play areas will receive routine maintenance. Students will wash or sanitize their hands before and after using these spaces.

Our campus does not have hallways, locker rooms, busses or a gym.

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

Any students or staff exhibiting symptoms will immediately wait in a separate isolation area and continue wearing their mask until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay. The isolation room has 2 doors and two windows. 1 door will remain closed, separating it from the adjacent space. 1 door and 1 window to the outside will remain open to increase ventilation. Fans may be utilized to increase air flow. An air purifier will be placed in the room as well.

In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:

- Director and designee will notify the Disease Control Unit of the Sonoma County Public Health Department immediately by calling (707) 565-4567.
- Director and designee will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Office staff will give parents guidance on next steps such as following up with PCP, testing and return criteria.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning and ventilation procedures in Section 6 and 7. Room to be thoroughly cleaned and disinfected after student has left, allowing appropriate time for airing out and clearance of chemicals used, before individuals return to the effected space.



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- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases in accordance with CDPH Guidelines (“Responding to COVID-9 in the Workplace”).

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH Framework for Reopening K-12 Schools, including implementation of the following practices:

- Director and designee will notify the Disease Control Unit of the Sonoma County Public Health Department, OSHA and other applicable agencies within 24 hours by calling (707) 565-4567. Criteria to report are: Name of positive case, DOB, phone number, address, date of symptom onset, date of positive test, last day on site and which school.
- The Director and designee will be trained and is responsible for contact tracing.
- Anyone exposed or in close contact will be required to quarantine and REACH will provide instruction through Distance Learning.
- A “close contact” is someone who has been within six feet of the person who tested positive for a prolonged period of time (at least 15 minutes total in a 24 hour period) regardless of face covering use, or someone who had direct physical contact or shared eating or drinking utensils with that person, or if that person sneezed, coughed, or somehow got respiratory droplets on you.
- Close contacts will be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- In the event of an outbreak, the entire cohort(s) will participate in Distance Learning. Should 3 positive tests occur within a 14 day period, the school will be closed for cleaning and a review/revision of mitigation practices.

Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home immediately, instructed to get COVID-19 testing immediately and ten (10) days after their last day of exposure to the case. Even if they test negative, they should remain in quarantine for a full 10 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that any COVID-19 positive household member completes



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his or her isolation. If a close contact declines testing, they must quarantine for a full 14 days before returning to campus (with no symptoms). Those who do a 10 day quarantine, plus testing should continue to monitor symptoms for the full 14 days. Testing should be done on Day 8 (or later) after exposure, prior to returning no sooner than Day 11, if no symptoms.

- No actions will to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact. A close contact also includes a situation in which a person provided care at home to someone who is sick with COVID-19.
- Director and designee will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Follow cleaning, disinfection and ventilation procedures.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases in accordance with CDPH guidelines.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

- In the event that a student experiences COVID-specific symptoms, the REACH School will notify families of the effected stable group.
- The REACH School will communicate information about quarantine of affected class(es) and groups.
- The Director and designee will notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.

16. Staff training

How staff will be trained on the application and enforcement of the plan

The REACH School will train staff and reinforce the application and enforcement of the safe reopening plan during faculty/staff meetings. Training will continue and be ongoing throughout the school year. Each classroom will be



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provided with a copy of the COVID Safety Plan.

The following training of staff and family education is implemented:

- Enhanced sanitation practices
- Physical distancing guidelines and the importance of maintaining 6 feet distance
- Proper use, removal, and washing of face masks/coverings
- Daily health screening practices and protocols
- COVID-19 specific symptom identification
- How COVID-19 is spread
- When to seek medical attention
- Preventing the spread of COVID-19 if sick, including employees not coming to work if symptomatic or if they or someone they live with has been diagnosed with COVID-19.
- Importance of students and staff not to come to school/work if they have symptoms, live with someone who has been diagnosed with COVID-19, or had close contact with someone diagnosed with COVID-19
- Plan and procedure to follow when children/adults become sick at school
- Plan and procedure to follow if students, their families, and faculty/staff travel
- Plan and procedure to protect employees from illness

17. Family education

How students and their families will be educated on the application and enforcement of the plan

The REACH School's Reopening Plan has been shared with school families via Parent Square, written communications and ongoing publication of information. Additionally, the COVID Safety Plan is posted to the school's website (www.reach-program.com) and is available for the public to view.

The following training of staff and family education is implemented:

- Enhanced sanitation practices
- Physical distancing guidelines and the importance of maintaining 6 feet distance
- Proper use, removal, and washing of face masks/coverings
- Daily health screening practices and protocols
- COVID-19 specific symptom identification
- How COVID-19 is spread
- When to seek medical attention
- Preventing the spread of COVID-19 if sick, including employees not coming to work if symptomatic or if they or someone they live with has been diagnosed with COVID-19.
- Importance of students and staff not to come to school/work if they have symptoms, live with someone who has been diagnosed with COVID-19, or had close contact with someone diagnosed with COVID-19
- Plan and procedure to follow when children/adults become sick at school
- Plan and procedure to follow if students, their families, and faculty/staff travel
- Plan and procedure to protect employees from illness



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18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

The REACH School's facilities are not equipped with a centralized HVAC system. To address this challenge, each space will be outfitted with a stand-alone heat and air filtration system. Doors and windows will be open as practicable. Fans will be used to increase air flow.

In the event that air quality is poor, all instruction will revert back to Distance Learning for those days.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

A. Labor organization(s) and date(s) consulted:

(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

The COVID Safety Plan was distributed to all staff via email. Contents and feedback was discussed at an all team meeting on February 22 and 24, 2021.

B. Parent / Community Organization(s) and date(s) consulted:

The COVID Safety Plan was distributed to all REACH families via Parent Square on February 18, 2021. Private comments were enabled to gain feedback. The plan was re-distributed on February 25, 2021 with edits based on parent commentary.

C. Staff and families may contact the Director via email, phone or Parent Square with concerns about the CSP or how it's being implemented. Feedback should be given freely, without fear of reprisal.