



Guidebook for Reopening & Instructional Continuity Plan

July 2020

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INTRODUCTION

The Reopening and Continuity Plan for Treasure Village Montessori Charter School (TVM) was designed to provide guidance for employees, families and students in terms of expectations for continuing academic progress and taking the necessary steps to ensure health and safety during distance learning and reopening situations. This document contains information regarding emergency management practices, instructional stability, and supports that will keep us connected to our community. Revisions of this document may occur with minimal notice as the Florida Department of Education, the Governor of Florida, the Monroe County Government, the Monroe County School Board and the TVM Board of Directors disseminate new information.

TVM will implement varying protocols as outlined according to spread risk levels and information gathered from federal, state, county and local authorities. The level of closure will be determined by the TVM Board of Directors in coordination with the Department of Health, Monroe County School Board and other regulatory organizations. TVM will continue to assess the risk of community spread of COVID-19 to determine whether risk is minimal, moderate, or substantial. Procedures for each risk-level have been developed. These procedures align with the current CDC guidelines.

COMMUNICATION

Treasure Village Montessori (TVM) is committed to keeping all stakeholders connected during these unprecedented times. The Principal will initiate the chain of communication with the school community providing clear direction and timely dissemination of information. Accurate and timely information will be disseminated by the principal to the media. All shared information will comply with federal privacy laws and prioritize the well-being of all stakeholders. A designated member of the leadership team will serve as proxy if the principal is unavailable. All staff will refrain from contacting families without guidance from principal or designee in relation to covid-19 and reopening procedures.

The following methods of communication will be used as appropriate:

Stakeholder Communication:

- **School Website:** The principal and marketing personnel (contracted) maintain administrative rights to the school's website. School wide announcements will be posted in a timely and efficient manner. Important information in regards to school closures will be prominently displayed on the homepage.
- **Standard Telephones:** The school's main number will be utilized to field questions and concerns. 305-852-3482 ext. 101
- **Cellular Telephones:** The principal will use her cell phone to communicate concerns when not on campus. Cell phones will be used to distribute mass communication and post vital information on the school website/social media. No other staff members are required to utilize cell phones or give out cell phone numbers.
- **Applications:** Web-based communication tools will be used to distribute mass messaging to stakeholders. Examples include Class Dojo, Mailchimp, Remind, etc.
- **Social Media:** The only social media page that will be updated by school representatives is the TVM Facebook page. Social media will be used for ongoing communication and to aid in the distribution of mass messaging.

Communicating with Families:

In addition to the above mentioned communication strategies the following will be utilized specifically with TVM families.

- **Community Resources:** Community Resources to assist parents in the event of an emergency will be available on the school website as well as emailed directly from the office manager to the families.
- **Phone Calls:** Recorded calls with important information will be sent out as information changes. It will be sent automatically to the phone numbers stored in FOCUS.
- **Emails:** Emails with important information will be sent from the office manager directly to families.
- **Zoom After Hours:** Zoom After Hours will be held weekly for parents to sign on and ask questions to the principal directly. This option will be continued during phases B and C to ensure communication with administration and parents/guardians. Information to join will be prominently displayed on the school website.

Communication with the Media

The media will be provided timely updates on issues that impact all stakeholders. The school will have one point-of-contact, the principal (or designee), for all media inquiries.

- All staff will refer inquiries from the media to the principal (or designee).
- All media briefings and interviews will be scheduled through the front office.
- Media interviews with students require parental consent and approval from the principal's office. Student interviews will be conducted at a school site to minimize the loss of instructional time and disruption to the learning environment.
- The principal will not respond to rumors, speculation, or unverified information.

Internal Communication and Handling Rumors

Rumors can create a negative perception of the school's ability to manage a situation. The most effective strategy for limiting the spread of rumors is to proactively provide up-to-date, factual information. TVM will:

- Identify and keep all stakeholders abreast of up to date information.
- Train staff on the procedure for disseminating information.
- Designate staff to answer calls and control the circulation of misinformation.
- Keep community members well-informed to help convey accurate information.
- Provide updates as much as possible

GENERAL GUIDELINES

These guidelines have been established for TVM in order to promote the safety and well-being of all students and staff. These guidelines are based on research published by local, state, and national health professionals. These recommendations, best practices, consider the needs of all stakeholders. By implementing these practices we hope to achieve a reduction of risk, helping to safeguard the health of our stakeholders.

Our staff is committed to providing a safe, clean, and healthy environment for our school community. General guidelines include the following:

- Physical Distancing
 - Desks/seats will be spaces as far apart as feasible and when possible will face the same direction (goal is 3-6 ft.)
 - Traffic will move in one direction across campus and on catwalk (signage will help guide students and staff)
 - Mixing of student groups will be avoided as much as possible. Students will try to stay and travel with their cohort group.
 - Physical barriers/partitions will be installed in the front office
 - Time between activities will be increased to allow for sanitizing.
 - Students will utilize portable partitions in spaces where physical distancing cannot be obtained.
 - Entrance to the campus will be limited, staged areas for drive through pick-up will be established.
- Behaviors To Reduce Spread
 - Educate stakeholders as to the importance of daily self-monitoring for illness.
 - The self-monitoring information will be included in an attestation agreement that shall follow the guidelines established by Monroe County Schools.
 - Frequent hand washing will take place with specific lessons for the younger student population.
 - Hand sanitizer stations are set up throughout the campus for frequent use.
 - Avoid touching eyes, nose and mouth as much as possible
 - Mask/face coverings must be durable/washable/disposable type and supplied by the student.

- Facilities
 - Supply classrooms with cleaning supplies and gloves to use as needed. Gloves are to be worn during cleaning and exposure to cleaning agents.
 - Surfaces to be cleaned regularly, including all Montessori materials. A schedule for routine environmental cleaning and disinfecting will be established for high touch areas.
 - Sharing of equipment and supplies should be kept to a minimum. Students will have their own supplies and classroom materials will not be shared without proper disinfection.

Guidelines for Reporting Suspected or Confirmed Positive Cases of COVID-19

TVM will follow the guidelines set forth by the Department of Health and Monroe County School District.

Take these steps if there is a positive test for COVID-19:

1. Notify the Department of Health/Epidemiology Division and coordinate the response for tracking and tracing with school assistance by the principal or their designee.
2. Close the vulnerable room or building.
3. Dismiss vulnerable students and staff.
4. Communicate with all stakeholders using protocols required by the Department of Health and Monroe County School District
5. Contact tracing will be done in conjunction with the Department of Health officials and may include student lists, addresses, and contact numbers in accordance with the HIPPA Privacy Act.
6. Initiate cleaning and sanitization protocols.
7. Patient to follow CDC/DOH guidelines for quarantine and have retesting done for clearance before returning to school.
8. Collaborate with local health officials to determine if further action is warranted.
9. At-risk employees who request to work from home and can do so effectively will coordinate and get approval from their supervisor to do so.

IF YOU ARE TRAVELING OUT OF THE KEYS, PLEASE BE CONSIDERATE OF OTHERS AND DETERMINE WHETHER IT IS IN EVERYONE'S BEST INTEREST FOR YOU TO QUARANTINE FOR TWO WEEKS. ANY QUESTIONS OR CONCERNS SHOULD BE BROUGHT TO THE PRINCIPAL.

PHASED REOPENING SCENARIOS

The principal will monitor developing conditions which may alter the normal operations of our school. State and local information will be monitored to determine a responsive approach for emergency planning to ensure the safety and health of all stakeholders.

Normal Operations on Campus

- School community reverts to pre-covid time and follows all procedures and times in place according to our family and employee handbooks.
- Parents/guardians are allowed on campus for teacher meetings, conferences and volunteer opportunities.

Phase A: Basic Restrictions in Place; Minimal Exposure Phase

This phase is characterized by isolated cases with limited community transmission and case investigations. There is no evidence of exposure in large community settings in this phase. School community will follow basic procedures outlined in the family and employee handbook.

- Guidelines from CDC, the Governor, the Monroe County School Board, the Monroe County School District, and the TVM Board of Directors will be followed. General guidelines listed above.
- Small groups for instruction when possible, mixed grade levels in all homeroom and instructional classes
- Self-monitoring in place by parents/guardians/staff each day prior to attending school.
- School hours will be modified to 7:30-4:30. Morning care will not include playground opportunities and will take place from 7:30-8:30 (VPK-3) and 7:30-8:00 (4-8). Aftercare options will only be offered from 3:15-4:30.
- Virtual Field Studies for students in VPK-5
- Limited visitors to the building by appointment only. Parents must participate in a drive through drop off in the mornings and pick up in the afternoon. Parents will not be allowed on campus during school hours. All appointments for teachers and administrators will be scheduled by the office manager in the front office.
- Protocols included physical distancing in the classroom and through transition, handwashing, signage and extra cleaning measures will be in place.

- Masks: Masks/face coverings must be worn during all transitions and when physical distancing can not be accomplished. Masks/face coverings will not be required in the classroom when physical distancing can be accomplished and/or during PE/Recess.
- Lunches will be provided in the classroom for grades VPK-3 and outdoor seating with 4 to a table for grades 4-8. Social distancing will be maximized.
- One way directional movement around the catwalk.
- Outdoor playground equipment will be cleaned on a daily basis.
- School personnel will work with the school principal to identify appropriate supervised waiting areas with seating placed six feet apart while waiting for parents to pick up children.
- Extracurricular activities will be maintained to the highest extent possible while following CDC guidelines.

Phase B: Increased Restrictions in Place; Moderate Exposure Phase

This phase includes sustained transmission with the likelihood or confirmed exposure and potential for rapid increase in cases. In addition to restrictions outlined in plan A, see the bullets below:

- Daily temperature checks for all stakeholders entering the building. Students with temperatures registering at 100 or higher will be placed in a designated area and be rechecked 15 minutes later. If the temperature remains students/staff will be sent home in accordance to the sick policy.
- Masks/face coverings must be worn at all times.
- Virtual field studies for all grade levels
- Limited school hours: there will be no morning care and after care options available. School hours will be 7:45-3:30 for all students.
- Students in VPK and K will only be on campus for a half-day schedule. 8:00-12:15.
- Extracurricular activities will be maintained to the highest extent possible while following CDC guidelines.
- Lunches for all grade levels will take place in the classrooms with maximized social distancing.
- Classes are organized by grade level, no mixing of grades in 4-8 in order to keep cohorts together
- No recess for all ages. In lieu of recess, increased opportunities for structured play will be added to the schedule.

Phase C: Maximum Restrictions in Place, Substantial Exposure

This phase is defined by large-scale community transmission, including communal settings. In this stage students will be 100% virtual learning.

- Students will begin a distance learning program with use of Google as a primary platform.
- All students that request one will be issued a school ChromeBook.
- Students that do not have access to wifi will be given specific areas of the school and to utilize during live class sessions and work times. This is a last resort and used in specific emergency situations only.
- Minimal staff on school property with permission of principal or designee.
- Self-isolation at home
- Meals will be delivered by assigned personnel and designated times and locations.
- Schedules to be posted by grade level on all teacher webpages. The daily instructional time will be from 8:00AM-3:00PM
- Mobilization of sanitation crews for thorough school cleaning in adherence with CDC and DOH directives.

STUDENTS/PARENTS/GUARDIANS THAT DO NOT WISH TO PARTICIPATE IN ON CAMPUS LEARNING AND WOULD INSTEAD PREFER TO SHIFT TO A VIRTUAL LEARNING OPTION CAN CHOOSE TO DO SO ON A SEMESTERLY BASIS. STUDENTS CAN REGISTER THROUGH FLVS AND/OR MONROE COUNTY FOR A VIRTUAL LEARNING OPTION AND THEIR POSITION WILL BE HELD AT TVM UNTIL THERE IS NO LONGER A STATE OF EMERGENCY. PARENTS WILL BE GIVEN THIS OPTION EACH SEMESTER.

INSTRUCTIONAL STABILITY

In Montessori education the prepared environment is of the utmost importance. Dr. Montessori regarded education as an aid to life and understood that human development is both a social and creative process. When emergency situations or extreme weather conditions cause our school to close we will respond quickly by providing new pathways for learning. Our students learn in a carefully prepared environment which promotes engagement, autonomy, environmental protection and community. It is our goal to continue to offer a similar environment via online dissemination.

Administration will provide support to staff, students and families during prolonged campus shutdown to ensure a viable instructional continuity plan. While the administrative staff and teachers have reporting responsibilities during remote operations, the roles and responsibilities of staff may be modified to keep compensation levels intact. The principal may develop work plans with members of staff and assign alternate positions as needed to fortify instructional efficiency and effectiveness.

Detailed Distance Learning Plan

During prolonged closures TVM will strive to carve new pathways to learning through the use of technology. Teachers will provide supplementary resources to nurture exploration and discovery for our students and provide resources to support parents/guardians. Teachers will explore and utilize technology resources that facilitate learning so that they may create a connected environment conducive to student achievement, creativity and engagement. Students in grades K-8 will utilize the google platform with students in VPK utilizing the Google platform.

The expectation for TVM teachers is 100% engagement with students, daily through the Google classroom platform. Teachers shall maintain regular contact with students and their parents/guardians. It is encouraged that students, staff and parents allow themselves and others the grace to make mistakes and persevere. TVM teachers will strive to provide a remote learning environment that encourages active engagement through the use of digital tools.

When distance learning is in place, the principal will communicate with instructional staff, families and students to analyze the effectiveness of the remote learning plan. The areas of focus will be ease of access of information, cohesion between lesson objectives and instructions, evidence of active engagement, and the use of multiple modalities to present lessons and engage students. The principal will provide support and feedback to instructional staff for continuous improvement of performance.

Academic Supports

It is expected that there will be some academic loss and gaps in achievement for most students and we anticipate the learning gaps to be compounded for particular subgroups. In an effort to address this regression, we will continue to implement our Tiered supports for instruction in accordance with the Monroe County School RTI plan. Progress monitoring testing will be done to determine learning gaps and intervention plans will be created to meet the individual needs of all students. All progress monitoring data will be uploaded into the district student database (FOCUS) for easy retrieval by the district.

Tier One, or core instruction requires information to be taught to all students. In correlation with the Montessori curriculum the behavioral and social emotional content will also be included in this tier of instruction. We also ensure that students and teachers are prepared in the event that a blended learning or fully virtual learning model becomes necessary.

Tier Two, small group instruction, included remediation and additional supports. Instructional software and increased instructional time will be provided in all phases of reopening

Tier Three, individualized instruction. Tier three instruction occurs naturally in the Montessori classroom. In addition to meeting the requirements set forth by the district to categorize a scientifically based means of intervention, much of the Montessori curriculum is based on individualized instruction. TVM will utilize data from progress monitoring to identify specific gaps in learning. They are addressed with MTSS supports and individualized instruction in all phases of reopening.

Technology Disbursement

As a public charter school, TVM purchases technology compatible with the Monroe County School District, who manages and provides technical support for school-issued devices. Each year our students learn proper care and use of our technology resources. TVM expects respectful, responsible and ethical use of the internet and digital tools by each of its students. When circumstances suspend regular delivery of instruction, the school will provide access to technology devices for students. At the beginning of the school year, parents/guardians and students sign the necessary paperwork. Parents/guardians are responsible for returning the device in a timely manner. If the device is not returned the parent/guardian is responsible for reimbursing the school for the device. The cost of each chromebook will be \$300.

Establishing An Ordered Environment At Home

Planning, organization and time management are examples of self-regulation skills practiced in Montessori classrooms which promote independence and support students' social and emotional development. Emergency situations that cause prolonged disruption to school schedules may cause anxiety and stress in students as well as families. Families should develop new routines to help restore a calming sense of order at home. The schedule shared by TVM and the teacher created documents can serve as a reference for the delivery of online instruction during the extended closure of our campus. These models should help students and families to access their assignments and to gather instructional content within their online learning environment. When distance learning is necessary, the schedule and documents will be shared with students and families and updated as needed.

Student Attendance During Distance Learning

Attendance records are a legal requirement, which may be audited, even in a distance learning situation. Teachers will continue to report attendance in focus on a daily basis. Students can demonstrate their attendance during distance learning in a number of ways, including but not limited to:

- Attending the class as scheduled during live sessions
- Submitting the assignment
- Communicating with the teacher

Work Expectations and Grading Practices

All classroom expectations and grading practices for distance learning will be updated on the classroom webpage as they are differentiated by grade levels. In general teachers are encouraged to hold morning meetings with their classes. Expectations for morning meetings are as follows:

- Be enthusiastic and positive.
- Begin with welcoming the students and the pledge of allegiance
- Encourage and build community
- Provide direct instruction for two subject areas
- Outline expectations for student individual work time
- Be interactive

Students are responsible for being respectful, safe and responsible for work completion. The general expectations for online learning in terms of instructional times are outlined below.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
VPK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	90 minutes/day	180 minutes/day	15-30 minutes

Should we move to a 100% digital platform, student schedules will follow a typical school day with virtual instruction of all new lessons. Students will be required to login for homeroom and daily instruction. Teachers will have daily office hours scheduled during individual work time.

Students With Disabilities/EL Students

In accordance with the law all aspects of the IEP and EL plan will be provided via distance learning. Therapies and instructional supports will be provided on an individual basis regardless of the reopening phase. Students that choose the virtual platform will have therapeutic services and academic services administered on an online platform.

The same screening measures taken for non- EL's will be followed for our EL students to screen and monitor progress. In addition to standards checklists for all grade levels in all content areas developed by lead teachers, Renaissance Place STAR tests, we can also use WIDA ACCESS data to screen and progress monitor listening, speaking, and pre-literacy skills for our EL's. As always an LEP committee meeting with all necessary parties and minutes recorded, should be convened when identifying or discussing ongoing support needs for an EL. Para professionals or any bilingual staff member or stakeholder that can communicate with the family to ensure access and understanding may be deemed a designee.

Grading

- Students will be held harmless for work not completed due to lack of access or technical issues as long as it is communicated to the teacher within 24 hours of the due date.
- Students will be graded on participation and completion of activities using the standard grading rubric.

- Participation: the student is actively engaged and participating in online activities such as lectures and discussions (either live or via recorded sessions and discussion boards)
- Completion: The student completes the assigned task as instructed and receives feedback from the teacher which will lead to a numerical grade.
- Students that log into the online environment but do not participate/complete the assignments do not receive credit.
- Grading decisions are based on the principle of no educational harm to any child. TVM expects that student learning continues during the remote learning period without a negative impact on students. Therefore, incomplete grades may be assigned. In place of a “D” or an “F” for example, a committee consisting of administration and the classroom teachers will convene to determine if an “incomplete,” that can be made up when the remote learning period ends, should be marked on a student’s report card. There are many factors outside of the control of the school system that may affect student engagement. Student grades will be determined through a committee consisting of administration and classroom teachers on an as needed basis.
- Remote learning during a pandemic or emergency is designed to support student learning and continuity of education.
- The emphasis for schoolwork assigned, reviewed and completed during the remote learning period is on learning not on compliance. This may be formatively assessed where possible and practical. Any formative assessments will be based on flexibility and responsiveness to our students needs.
- A student that is not able to engage, or chooses to disengage in remote learning will receive a failing grade. School personnel will document every attempt made to engage the student as it is possible the student is experiencing circumstances out of their control. Students will not be penalized for extenuating circumstances and can communicate hardships directly to their teacher (or through their parents/guardians). Missed content from remote learning will be made up after the transition back to regular in person school attendance resumes wherever possible.
- During the transition back to in-person instruction, grading will be used as feedback and communication for students and parents. All students will have multiple opportunities to redo or make up assignments, show progress, or attempt to complete work assigned prior to the beginning of remote learning.

Delivery Of Instruction and Active Engagement

- Teachers are expected to use kind language when interacting with teachers, parents/guardians and students online as well as follow internet and safety policies.
- Instructional leaders are required to participate in at least three hours of active engagement and delivery of online instruction each day. The balance of the duty day should be available for plans of instruction, grading student work, and building course progressions

in the Google learning system. Teachers will provide optional work, engagement opportunities and enrichment opportunities being sure to make clear to students and parents/guardians that the work is optional and will not negatively impact a students grade.

Teacher Active Engagement Tasks (3 hours)	Teacher Daily Tasks (4 hours)
Morning Meeting	Grading papers
Small Group Instruction	Planning lessons and creating documents online
Whole Group Instruction	Reading and responding to student discussions posts
Engage in class discussion online through optional web based platforms: ex. padlet, jamboard, etc.	Phone calls to parents
Office hours for student and parent/guardian questions	Creating videos and pre recorded lessons for students to view and respond
Live interactive programs: ex. pearson, kahoot, etc.	Grading assignments and entering grades into FOCUS
Use of flipgrid with active feedback live	Enter attendance into FOCUS daily
Reading to students	Checking and answering emails

Virtual Faculty Meetings and Staff Check-ins

All staff members will be expected to attend at least one weekly staff meeting virtually for all updates on necessary information. Teachers will attend an additional meeting once a week with the principal to review and reflect on lesson places, attendance, support for families, and student progress. These meetings will be scheduled by the principal. If a staff member is unable to attend a meeting the principal must be notified at least 3 days before the meeting. If a staff member is sick,

notification should take place immediately upon the staff member determining they are unable to attend.

During distance learning, staff members will be required to request sick time as soon as possible and paid time off one week in advance. Requests will be reviewed by the principal and discussed with the staff member prior to approval.

Instructional Staff Continuity Plan

Instructional Planning

- Attend all virtual meetings as sent by principal
- Provide principal with your work reporting location
- Include principal, co-teachers, and ESE teachers in your Google classroom.
- Follow engagement schedule
- Determine a virtual peer review partner to review your classroom content and online documents
- Conduct and orientation of virtual classroom expectations with students and parents, in a recorded format
- Review expectations with students on a regular basis to improve the function and consistency of the virtual classroom
- Avoid applications that require additional logins if possible, use keysstudents.net as main resources for instructional content delivery

Attendance and Accountability

- Create an attendance plan and share with your students and administration.
- Confirm attendance in FOCUS daily
- Keep a record of grades in FOCUS, be flexible for late assignments.

Student Welfare

- Maintain regular communication with students and their families via email or another platform. Record communications in some sort of log.
- Remind students regularly that learning is a process and flexibility and communication are key.
- Keep a log regarding students concerns such as attendance, completing assignments, and participation. Contact administration for support, ideas, questions and resources.
- If concern for student safety is witnessed, contact administration immediately

Teacher Welfare

- If time off is scheduled, notify the principal accordingly and plan for an alternative teacher during the period of time.
- Share your experiences with others and do not be afraid to ask for help. Not everything will run smoothly, we are all working on adapting to our ever changing environment.
- Reach out for any support you need and administration will help you. We are all in this together!

COMMUNITY RESOURCES AND SOURCES

Our primary concern is for the continued health and safety of our community. Helpful information will be shared with stakeholders throughout the movement within levels of operation. While specific support may change based on circumstances, information regarding meals, mental health services, wellness resources, and access to medical care will be shared in the communication methods mentioned previously.

The Guidance Care Center is available for families in need of guidance during challenging times. You can contact their offices Monday through Friday from 9:00am to 5:00pm by calling (305) 434-7660. You may also reach our school based guidance counselor by requisition information from the principal.

The Keys AHEC Health Care Center offers full-service medical care for students and staff. AHEC locations and telephone numbers can be found on the Monroe County website. You can also contact the principal for more information.

Sources

- Monroe County School District Guidebook for Reopening Schools
- Ocean Studies Operations and Instructional Continuity Guide
- May Sands Montessori School Instructional Continuity Plan
- EduRisk Guide for Resuming On-Campus Operations
- FLDOE Reopening Florida's Schools and the CARES Act Webinar and Powerpoint
- E3 Alliance Road to Recovery Webinar and Resources
- American Academy of Pediatrics - COVID-19 Planning Considerations: Guidance for School Reopening
- CDC Guidelines
- Department of Health