

PROCEDURE 23-1

Assisting With Hand Care

S U COMMENTS

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4. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up.

5. Help the person to transfer from the bed to a bedside chair, assist the person to sit on the edge of the bed, or raise the head of the bed as tolerated. ☐ ☐ _____

6. Perform hand hygiene and put on the gloves if contact with broken skin is likely. ☐ ☐ _____

7. If the person is wearing nail polish and wants it removed, remove the nail polish by putting a small amount of nail polish remover on a cotton ball and gently rubbing each nail.

8. Help the person to position the tips of his or her fingers in the basin to soak. Let the person soak his or her fingers for about 5 minutes.

9. Working with one hand at a time, lift the person's hand out of the basin and wash the entire hand, including between the fingers, with the soapy washcloth. Use the orange stick to gently clean underneath the person's fingernails. Rinse thoroughly and pat the person's hand dry with a towel. Be sure to dry between the fingers. Repeat with the other hand.

10. Remove the emesis basin and dry the person's hands thoroughly. If facility policy allows it, gently push the cuticles back with the orange stick.

11. If facility policy allows it, use the nail clippers to cut the person's fingernails. If the person's nails need to be trimmed but this task is outside of your scope of practice, report this need to the nurse.

12. Use the emery board to file the fingernails into an oval shape and smooth the rough edges. ☐ ☐ _____
13. Apply lotion to the person's hands and gently massage it into the skin. ☐ ☐ _____
14. Apply nail polish as the person requests. ☐ ☐ _____
15. If necessary, help the person return to bed. If the side rails are in use, return the side rails to the raised position. Lower the head of the bed as the person requests. ☐ ☐ _____
16. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area. Clean the over-bed table according to facility policy. ☐ ☐ _____
17. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

18. Complete the "Finishing Up" steps. ☐ ☐ _____

PROCEDURE 23-2**Assisting With Foot Care****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

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| 2. Make sure that the bed is lowered to its lowest position and that the wheels are locked. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Clean the top of the over-bed table and cover it with paper towels. Pour some liquid soap into the wash basin and fill the basin with warm water (100°F [37.7°C] to 115°F [46.1°C] on the bath thermometer). Place the wash basin on the over-bed table, along with the nail care supplies and clean linens. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. If the person is able to get out of bed, help the person to transfer from the bed to a bedside chair. If the person is not able to get out of bed, raise the head of the bed as tolerated. Fanfold the top linens to the foot of the bed. Cover the person with a bath blanket for warmth and modesty, leaving the feet exposed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Perform hand hygiene and put on the gloves if contact with broken skin is likely. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. If the person is wearing nail polish and wants it removed, remove the nail polish by putting a small amount of nail polish remover on a cotton ball and gently rubbing each nail. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Place a bed protector on the floor in front of the chair (if the person is out of bed) or on the bottom sheet (if the person is in bed). Place the wash basin on the bed protector. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Help the person to position his or her feet in the basin to soak. Let the person soak his or her feet for about 5 minutes. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Working with one foot at a time, lift the person's foot out of the basin and wash the entire foot, including between the toes, with the soapy washcloth. Apply soap to the nailbrush and gently scrub any rough areas. Use the orange stick to gently clean underneath the person's toenails. Rinse thoroughly and pat the person's foot dry with a towel. Be sure to dry between the toes. Repeat with the other foot. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. If facility policy allows it, use the nail clippers to cut the person's toenails. If the person's nails need to be trimmed but this task is outside of your scope of practice, report this need to the nurse. | <input type="checkbox"/> | <input type="checkbox"/> | |

12. Use the emery board to smooth the rough edges of the toenails. ☐ ☐ _____
13. Apply lotion to the person's feet and gently massage it into the skin. ☐ ☐ _____
14. Apply nail polish as the person requests. ☐ ☐ _____
15. If necessary, help the person return to bed. If the side rails are in use, return the side rails to the raised position. Lower the head of the bed as the person requests. ☐ ☐ _____
16. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean the over-bed table according to facility policy. Clean equipment and return it to the storage area. ☐ ☐ _____
17. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

18. Complete the "Finishing Up" steps. ☐ ☐ _____

PROCEDURE 23-3**Assisting a Person With Dressing****Getting Ready**

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

Procedure

2. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.
3. Lower the head of the bed so that the bed is flat (as tolerated). If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up.
4. Perform hand hygiene and put on the gloves if contact with broken skin is likely.
5. Spread the bath blanket over the top linens (and the person). If the person is able, have him or her hold the bath blanket. If not, tuck the corners under the person’s shoulders. Fanfold the top linens to the foot of the bed.
6. Assist the person with undressing:
 - a. **Garments that fasten in the back.** Undo any fasteners, such as buttons, zippers, snaps, or ties. Gently lift the person’s head and shoulders and gather the garment around the person’s neck. Working with the person’s strongest side first, gently remove the arm from the garment by sliding the garment down the arm. Repeat with the other arm. (If it is not possible to lift the person’s head and shoulders, roll the person onto his or her side facing away from you. Working with the person’s strongest side first, gently remove the arm from the garment. Roll the person onto his or her other side, facing you and remove the other arm from the garment.) Remove the garment completely by lifting it over the person’s head.

<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"/>	_____

b. Garments that fasten in the front. Undo any fasteners, such as buttons, zippers, snaps, or ties. To remove the top, gently lift the person's head and shoulders. Working with the person's strongest side first, gently remove the arm from the garment by sliding the garment over the shoulder and down the arm. Gather the garment behind the person and remove the garment completely by sliding the other sleeve over the weak shoulder and arm. To remove the bottoms, undo any fasteners, such as buttons, zippers, or snaps. Ask the person to lift his or her buttocks off the bed and gently slide the pants down to the ankles and over the feet. (If the person cannot raise his or her buttocks off the bed, help the person to roll first to his or her weak side, allowing you to pull the bottoms down on the strong side. Then roll the person to his or her strong side and finish pulling the bottoms down.)



7. Assist the person with putting on his or her undergarments:

a. Underpants. Facing the foot of the bed, gather the underpants together at the leg opening and at the waistband. Working with one foot at a time, slip first one foot and then the other through the waistband and into the leg openings. Slide the underpants up the person's legs as far as they will go, and then ask the person to lift his or her buttocks off the bed. Gently slide the underpants up over the buttocks. (If the person cannot raise his or her buttocks off the bed, help the person to roll first to his or her strong side, allowing you to pull the underpants up on the weak side. Then roll the person to his or her weak side and finish pulling the underpants up.) Adjust the underpants so that they fit comfortably.



b. Bra. Working with the person's weak side first, slip the arms through the straps and position the straps on the shoulders so that the front of the bra is covering the person's chest. Adjust the cups of the bra over the person's breasts. Raise the person's head and shoulders and help the person to lean forward so that you can fasten the bra in the back.



c. Undershirt. Facing the head of the bed, gather the top and the bottom of the undershirt together at the neck opening. Place the undershirt over the person's head. Working with the person's weak side first, slip the arms through the arm openings. Raise the person's head and shoulders and help the person to lean forward so that you can pull the undershirt down, smoothing out any wrinkles.



8. Assist the person with putting on his or her outerwear:

- a. **Pants.** Assist the person with putting on his or her pants by following the same procedure as that used for putting on underpants (see step 7a). Fasten any buttons, zippers, snaps, or ties.

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- b. **Shirts and sweaters that fasten in the front.**

Facing the head of the bed, place your hand and arm through the wristband of the garment. Working with the person's weak side first, grasp the person's hand and slip the garment off of your hand and arm, gently guiding the person's arm into the sleeve. Pull the sleeve up, adjusting it at the shoulder. Raise the person's head and shoulders and help the person to lean forward so that you can bring the other side of the garment around the back of the person's body. Guide the person's strong arm into the sleeve of the garment. Fasten any buttons, zippers, snaps, or ties.

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- c. **Sweatshirts and pullover sweaters.** Assist the person with putting on a sweatshirt or pullover sweater by following the same procedure as that used for putting on an undershirt (see step 7c). Fasten any buttons, zippers, snaps, or ties.

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- d. **Blouses that fasten in the back.** Facing the head of the bed, place your hand and arm through the wristband of the garment. Working with the person's weak side first, grasp the person's hand and slip the garment off of your hand and arm, gently guiding the person's arm into the sleeve. Pull the sleeve up, adjusting it at the shoulder. Repeat for the other side. Raise the person's head and shoulders and help the person to lean forward so that you can bring the sides of the garment around to the back. Fasten any buttons, zippers, snaps, or ties.

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9. Assist the person with putting on footwear:

- a. **Socks or knee-high stockings.** Gather the sock or stocking, bringing the toe area and the opening together. With the toe area facing up, slip the sock or stocking over the person's foot. Smooth the heel of the sock or stocking over the person's heel, and pull the sock or stocking up into position. Adjust the sock or stocking so that it fits comfortably. Repeat for the other foot.

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- b. **Shoes or slippers.** If the shoe has laces, loosen them completely to make it easier to slip the shoe onto the foot. Guide the person's foot into the shoe or slipper. A shoehorn may be used to help ease the person's heel into the shoe. Make sure that the foot is seated properly in the shoe. Socks or stockings should not be bunched at the toe. If necessary, tie the shoe or fasten the Velcro fasteners securely.

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10. If the person will be remaining in bed and the side rails are in use, return the side rails to the raised position. Raise the head of the bed as the person requests.
11. Gather the soiled garments and place them in the linen hamper or linen bag.
12. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.

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Finishing Up

13. Complete the “Finishing Up” steps.

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PROCEDURE 23-4**Changing a Hospital Gown****Getting Ready**

1. Complete the “Getting Ready” steps.

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<input type="checkbox"/>	<input type="checkbox"/>	

Procedure

2. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Lower the head of the bed so that the bed is flat (as tolerated). If the side rails are in use, lower them on the working side of the bed. The side rails on the opposite side of the bed should remain up.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Perform hand hygiene and put on the gloves if contact with broken skin is likely.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fanfold the bed linens toward the foot of the bed.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have the person turn onto his or her side facing away from you so that you can untie the gown at the neck and waist. Assist the person back into the supine position.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Loosen the gown from around the person's body.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Unfold the clean gown and lay it over the person's chest.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Working with the person's strongest side first, remove one sleeve at a time, leaving the old gown draped over the person's body.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Working with the person's weakest side first, slide the arm through the sleeve of the clean gown. Repeat for the other arm.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Remove the soiled gown from underneath the clean gown and place it in the linen hamper or linen bag.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Have the person turn onto his or her side, facing away from you, so that you can tie the gown at the neck and waist. Adjust the gown so that it fits comfortably and does not have wrinkles underneath the person.	<input type="checkbox"/>	<input type="checkbox"/>	
13. Pull the bed covers back up over the person.	<input type="checkbox"/>	<input type="checkbox"/>	
14. If the side rails are in use, return the side rails to the raised position. Raise the head of the bed as the person requests.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	

Finishing Up

16. Complete the “Finishing Up” steps.

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PROCEDURE 23 - 5**Shampooing a Person's Hair in Bed****Getting Ready**

1. Complete the "Getting Ready" steps.

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<input type="checkbox"/>	<input type="checkbox"/>	_____

Procedure

2. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Fill the water pitcher with warm water (100°F [37.7°C] to 115°F [46.1°C] on the bath thermometer).	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Clean the top of the over-bed table and cover it with paper towels. Place the hair care supplies and clean linens on the over-bed table.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Raise the head of the bed as tolerated. Comb the person's hair to remove snarls and tangles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Lower the head of the bed so that the bed is flat (as tolerated). If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Perform hand hygiene and put on the gloves if contact with broken skin is likely.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Gently lift the person's head and shoulders and reposition the pillow under the person's shoulders. Cover the head of the bed and the pillow with the bed protector and place the shampoo trough on the bed protector. Help the person to rest his or her head on the shampoo trough. Place a towel across the person's shoulders and chest.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Place the wash basin on the floor beside the bed to catch the water as it drains from the shampoo trough.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Ask the person to hold the washcloth over his or her eyes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Holding the water pitcher in one hand, slowly pour water over the person's hair until the hair is completely wet. Use your other hand to help direct the flow of water away from the person's eyes and ears.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Apply a small amount of shampoo to the wet hair. Lather the hair and massage the scalp to help stimulate the circulation.	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Using the water pitcher, rinse the hair thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Apply conditioner, as the person requests. Rinse the hair thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Gently lift the person's head and shoulders and remove the shampoo trough and bed protector. Wrap the person's hair in a towel.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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| 16. Raise the head of the bed as tolerated. Gently pat the person's face, neck, and ears dry and finish towel drying the hair. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. Replace any wet or soiled linens. (If the side rails are in use, raise the side rails before leaving the bedside to get the necessary replacement linens.) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 18. If wearing gloves, remove them and perform hand hygiene. Put on a clean pair of gloves. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 19. Comb the person's hair to remove snarls and tangles. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 20. Dry and style the hair with the brush and blow dryer, as the person requests. Use the cool setting and take care not to burn the person's scalp or face. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 21. Reposition the pillow under the person's head and straighten the bed linens. If the side rails are in use, return the side rails to the raised position. Lower the head of the bed as the person requests. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 22. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean the over-bed table according to facility policy. Clean equipment and return it to the storage area. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 23. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Finishing Up

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| 24. Complete the "Finishing Up" steps. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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PROCEDURE 23 - 6**Combing a Person's Hair****Getting Ready**

1. Complete the "Getting Ready" steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

Procedure

2. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Clean the top of the over-bed table and cover it with paper towels. Place the hair care supplies and clean linens on the over-bed table.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Raise the head of the bed as tolerated. Gently lift the person's head and shoulders and cover the pillow with a towel. Drape another towel across the person's back and shoulders.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. If the hair is tangled, work on the tangles first. Put a small amount of detangler or leave-in conditioner on the tangled hair. Begin at the ends of the hair and work toward the scalp. Hold the lock of hair just above the tangle (closest to the scalp) and use the wide-tooth comb to gently work through the tangle.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Using the brush and working with one 2-in section at a time, gently brush the hair, moving from the roots of the hair toward the ends.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Secure the hair using barrettes, clips, or pins or braid the hair, as the person requests. Make sure that the hair accessories are not positioned where the person will be lying on them. Offer the person the mirror to check his or her appearance when you are finished.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Remove the towels and reposition the pillow under the person's head and straighten the bed linens. If the side rails are in use, return the side rails to the raised position. Lower the head of the bed as the person requests.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean the over-bed table according to facility policy. Clean equipment and return it to the storage area.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Finishing Up

11. Complete the "Finishing Up" steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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PROCEDURE 23-7**Shaving a Person's Face****Getting Ready**

1. Complete the "Getting Ready" steps.

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Procedure

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| 2. Make sure that the bed is lowered to its lowest position and that the wheels are locked. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Fill the wash basin with warm water (100°F [37.7°C] to 115°F [46.1°C] on the bath thermometer). | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Clean the top of the over-bed table and cover it with paper towels. Place the wash basin, shaving supplies, and clean linens on the over-bed table. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Help the person to transfer from the bed to a bedside chair, assist the person to sit on the edge of the bed, or raise the head of the bed as tolerated. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Place a towel across the person's shoulders and chest. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Perform hand hygiene and put on the gloves. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Wet the washcloth with warm, clean water. Soften the beard by holding the washcloth against the person's face for 2 to 3 minutes. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Apply shaving cream, gel, or soap to the beard. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Shave the person's cheeks: | | | |
| a. Stand facing the person. | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Gently pull the skin tight and shave downward, in the direction of hair growth (that is, toward the chin). Use short, even strokes, rinsing the razor frequently in the wash basin. Repeat until all of the lather on the cheek has been removed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Repeat for the other cheek. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Shave the person's chin: | | | |
| a. Ask the person to "tighten the chin" by drawing the lower lip over the teeth. | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Shave the chin using short, even, downward strokes. Repeat until all of the lather on the chin has been removed, rinsing the razor frequently in the wash basin. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Shave the person's neck: | | | |
| a. Ask the person to tip his head back. | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Gently pull the skin tight and shave upward, in the direction of hair growth (that is, toward the chin). Use short, even strokes, rinsing the razor frequently in the wash basin. Repeat until all of the lather on the neck has been removed. | <input type="checkbox"/> | <input type="checkbox"/> | |

14. Shave the area between the person's nose and upper lip:
 - a. Ask the person to "tighten his upper lip" by drawing the upper lip over the teeth. ☐ ☐ _____
 - b. Shave the area between the nose and the upper lip using short, even downward strokes. Repeat until all of the lather has been removed, rinsing the razor frequently in the wash basin. ☐ ☐ _____
15. Change the water in the wash basin. (If the side rails are in use, raise the side rails before leaving the bedside.) Form a mitt around your hand with the washcloth and wet the mitt with warm, clean water. Wash the person's face and neck. Rinse thoroughly and pat the person's face, neck, and ears dry with the face towel. ☐ ☐ _____
16. Apply aftershave lotion, as the person requests. ☐ ☐ _____
17. If you have accidentally nicked the skin and the person is bleeding, apply direct pressure with a tissue until the bleeding stops. Report the incident to the nurse. ☐ ☐ _____
18. If necessary, help the person return to bed. If the side rails are in use, return the side rails to the raised position. ☐ ☐ _____
19. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area. ☐ ☐ _____
20. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

21. Complete the "Finishing Up" steps. ☐ ☐ _____