

Trinidad State 2020 Fall Re-opening Framework 7/14/2020

Trinidad State Junior College is excited and enthusiastic about the return of our faculty, staff, and students for the Fall 2020 semester. The safety and wellbeing of our campus and those who work, reside, and attend classes at Trinidad State is of the utmost importance. With that in mind, we have created a comprehensive plan to minimize the transmission of the COVID-19 virus. Contained within the framework below are specific protocols and guidelines that we will implement in advance of and during the Fall 2020 semester. The plan outlined presents several changes to our normal operations and if necessary, we will adjust as the current health environment dictates.

Instructional and Administrative:

- 1. Both the Trinidad and Valley campuses will be open for face-to-face instruction and student activities as scheduled on August 17th. In addition, we will continue to offer our students the opportunity to attend classes in hybrid and online formats for those who prefer those modalities due to the current health climate.
- 2. Students, faculty and staff will be asked to self-monitor and report on any COVID-19 symptoms. This will be facilitated through a symptom self-report entered via a web form.
- 3. Symptom checklists and instructions on the proper course of action when indicators are present will be available to students and employees. A training video will be posted.
- 4. Thermometers will be made available to members of our campus community to test for the presence of fever and to monitor personal temperatures.
- 5. Student seating in classrooms will follow a plan that adheres to six-foot social distancing. Per CDPHE (PHO 20-28, 6-18-20) and LAHCDHD Amended Order 20-26, courses at postsecondary institutions may resume in-person classes at 50% of the occupancy limit not to exceed 50 people per room.
- 6. Students will be required to wear face coverings when attending classes and in public spaces, and will be notified that failure to comply with social distancing and/or face covering requirements will result in a conduct violation.
- 7. Faculty will wear either a clear face shield or mask when teaching unless there is a distance of 25 feet or greater.
- 8. TSJC will ensure six-foot distance between all students, faculty, and staff whenever possible.
- 9. Sharing of equipment and other resources will be limited wherever possible.
- 10. Group gatherings outside of class, social or otherwise, will be restricted unless preapproved.

- 11. Heightened cleaning and disinfecting of our facilities will be implemented. (Seats, handrails, doors, doorknobs, and door handles in each room sanitized before and after each class. Restrooms will be cleaned and disinfected every two hours.)
- 12. Hand Sanitizer will be placed at the entry of all buildings.
- 13. Sanitization supplies for cleaning will be available in classrooms for students and faculty to use as needed.
- 14. Student and staff interaction in common spaces (e.g., hallways) will be limited as much as possible.
- 15. Ventilation of classroom and office spaces will follow OSHA guidance.
- 16. Signs will be placed at the single one-way entry point of all buildings to remind students and employees of the mask, self-symptom check, and social distancing requirements, as well as a reminder not to enter the building if exhibiting any symptoms of illness.
- 17. All face-to-face and hybrid classes will move to online instruction following Thanksgiving Break. Students will attend classes following a regular schedule through Wednesday, November 25th with the remainder of the semester being delivered virtually for most classes. Certain CTE programs may require students to return to campus after the break, but every effort will be made to minimize this necessity.
- 18. Final exams will be held December 3, 4, and 7. Final grades are due December 10. We plan to keep residence halls open during and after Thanksgiving Break for students who cannot return home.
- 19. Remaining college operations will adjust as needed to comply with all public health protocols in place at the time.
- 20. Trinidad State plans to isolate sick individuals from our general population and direct them to appropriate medical personnel. Symptomatic students will be isolated and employees will be directed to remain at home until advised by a medical professional that it is safe to return to campus. Please see attached Quarantine and Isolation Plan.
- 21. Per CDPHE guldance, If two or more students, staff or employees are confirmed with COVID-19 within a 14-day period, Trinidad State will take the following actions: 1) fill out the CDPHE COVID-19 outbreak report form and send it to the local public health agency; 2) begin identifying students, staff or faculty with COVID-19-like symptoms using the CDPHE COVID-19 line list template; 3) work with the local public health agency to confirm whether an outbreak exists and determine the extent of the outbreak. Per a meeting between CCCS and CDPHE on 6-22-20, "Local public health agencies will work with colleges on a case-bycase basis to develop a rational plan that prevents the spread of COVID-19 and keeps campuses open, as much as possible."
- 22. TSJC will maintain strict travel policies, and will:
 - a. Monitor CDC Travel Health Notices to support students and staff with family in affected areas.
 - b. Discourage students from traveling anywhere other than home.
 - c. Restrict non-personal, out-of-state faculty and staff travel.
 - d. Prohibit out-of-state employee travel without approval by the president.
 - e. Encourage staff to limit personal out-of-state travel as much as possible.
 - f. Faculty, staff, and students should self-isolate or quarantine according to https://covid19.colorado.gov/isolation-and-quarantine.

Residence Halls:

- 1. TSJC students on the Valley Campus living in Adams State University (ASU) housing will follow the guidance and procedures outlined by ASU.
- 2. TSJC will offer single-only dorm rooms to Trinidad Campus students for the Fall 2020 Semester.
- 3. Students will be required to be COVID-19 tested prior to check in. TSJC Housing is coordinating with Mount San Rafael Hospital (MSRH) to provide COVID testing. There is no charge for the test. TSJC Housing staff will schedule testing appointments for students.
- 4. Students are asked to limit the number of people they bring to assist with move in to only those in their household. Nonresidents will not be permitted in the residence halls.
- 5. Students with medical conditions or high risk will be advised to take personal assessment of the risks of COVID and residence hall living. A provision of waiver will be signed by students acknowledging risk of potential exposure to COVID-19 by living in residence halls.
- 6. TSJC will provide hand sanitizer in the entry/exit area of each hall.
- 7. TSJC will provide sanitizing supplies in each hall for student use.
- 8. Signage will be posted on all residence hall entry ways identifying social distancing and face covering requirements in classrooms and public spaces.
- 9. Students who are unwilling to comply with face covering/social distancing requirements will not be permitted to stay in the residence halls.
- 10. No non-resident guests will be permitted in residence halls (no off campus visitors).
- 11. Students will be limited to three resident guests maximum in their room.
- 12. The cleaning schedule for bathrooms, showers and floors, as well as high touch surfaces (doors, handles, railings) will be posted (every two hours during daytime).
- 13. Lounge space will be available on a reservation basis. Staff will ensure it is disinfected before and after each use. Maximum occupancy in lounge space will be posted.
- 14. Students feeling sick will be instructed to stay in their room and self-isolate. Students will contact housing staff to discuss symptoms. Depending on symptoms and needs, housing staff will identify next steps and or medical support options.
- 15. If a resident student contracts or is exposed to COVID-19, TSJC will work with the student and medical professionals to determine if they can be supported on campus or if they need to be quarantined off campus. TSJC will notify the local health department as soon as possible to begin contact tracing.
- 16. TSJC has outlined a plan to quarantine students in a separate building on campus, and with one or more local hotels if necessary.
- 17. If the Health Department determines that a student needs to be isolated or quarantined, TSJC will follow the guidelines/recommendations of the Health Department.
- 18. All residence hall students will participate in the dining hall meal plan.
 - a. All meals will be take-out only during the 14-day pre-semester limited interaction period.
 - b. Family Unit Cohorts will be assigned a pre-determined time slot of 30 minutes to dine in the cafeteria. Resident students will only be allowed to dine with their assigned group, at their assigned time.
 - c. Outside guests will be prohibited. Faculty and staff of the college may dine based on space availability, utilizing minimum social distancing guidelines.

- d. Seating capacity will be reduced to encourage social distancing; maximum of 50% seating capacity or whatever current guidelines require.
- e. Tables and chairs will be cleaned and sanitized before each meal plan period and after each meal plan period. All service-wares cleaned and sanitized between use.
- f. Removal of self-service for all food items. Diners will be served by staff with limited contact between the diner, service staff members and all contact surfaces.
- g. Removal of self-service for all beverages. Single-use beverages will be served by staff with limited contact between the diner, service staff members and all contact surfaces.
- h. Take-out and grab-and-go food options will be available for diners who prefer to not sit in the dining hall.
- i. Plexi-glass barriers will be in place for door-cashier. Stand sneeze-guards in place at all food stations. Point of sale station will be equipped with contactless payment method.

TSJC Athletics:

NJCAA guidelines were released on 6-19-2020. Our return-to-play policy is based on bringing athletes back to campus and forming team "family units." When athletes are in the unit they will function together while still following basic safety protocol (e.g., hand washing, self-screening), but they will not be required to wear masks or distance. Outside of that unit they will follow campus protocol.

- 1. Athletes will complete a medical packet that identifies any preexisting chronic medical conditions and all athletes are required to have a new physical with COVID-19 screen upon return to campus.
- The Head Athletic Trainer (AT) will monitor the overall health of all of the athletes and Coaching staff using daily health update forms. Athletes will submit daily self-screening forms and daily temperature checks will be performed by assistant coaches prior to practice, games or travel.
- 3. If coach or athlete show symptoms they will be isolated away from the team until tested or cleared by a doctor.
- 4. Health and screening records will be kept by the AT. The AT will work collaboratively with Mt. San Rafael Hospital on health and safety including weekly clinic at Scott Gym.
- 5. All students/coaches/staff will receive training/instruction from the Head Athletic Trainer (AT) in regard to hygiene, social expectations and safe return to physical activity practices. Signs will be posted outlining COVID-19 symptoms and messaging of the importance of health over victories.
- 6. Hand sanitizer stations will be located on team benches, locker rooms, weight room, off-site facilities at Central and Southside Parks and in all buses.
- 7. All high touch surfaces will be cleaned using CDHPE guidelines before and after each use. Cleaning schedules will be maintained.
- 8. Face coverings will be used in all communal areas of the gym.
- 9. Each athlete will have their own water bottle. Shared water devices will be eliminated.

- 10. After each use, weight room/cardio room equipment will be cleaned by staff and cleaned by staff or work study before each shift. Cleaning wipes will be available at each machine for before/after each use. Rooms will be fogged each evening.
- 11. The exercise room on the Valley Campus will be cleaned by staff or work study before each shift. Cleaning wipes will be available at each machine for before/after each use. Room will be fogged each evening.
- 12. Equipment will be removed from the weight room/cardio room to increase distance between machines and by limiting each room to no more than 10 people per room per team. There will be different doors for entry and exit.
- 13. The use of shared objects and equipment will be limited when possible.
- 14. Sports medicine staff will have necessary personal protective equipment.
- 15. Locker rooms will be used by one team cohort at a time with cleaning protocol between cohorts, following CDPHE before/after cleaning guidelines. Showers will be closed.
- 16. Athletic venues and media sites will have COVID-19 safety protocol signage.
- 17. Game day rules for home game spectators will include social media messaging regarding venue rules, one entry location with hand sanitizing unit(s), requirement of spectators usage of face masks, and social distancing chart for each venue based on guidelines for spectator capacity.
- 18. Following NJCAA rules, spectators (even family members) may not come into contact with athletes and must wear masks during the contest. They may only come into contact with the student athlete after towel off, hand sanitizing, and athlete putting on a facemask.
- 19. TSJC will limit contact between teams when possible, including the elimination of the pregame and post-game handshake.
- 20. TSJC will limit student-athlete fan engagement before and after the competition.
- 21. Health screening (taking temperatures and symptom self-screening) will occur for all officials. Locker rooms will be cleaned before and after use. Each official will have clean towels available (no sharing) and individual water/sports drinks available for each official.
- 22. Visiting team will be contacted to share Trinidad State protocols including temperatures and self-screening of all athletes, coaches and others, minimizing opposing team contact with TSJC personnel; locker rooms cleaned before and after usage; and hand sanitizers in visiting locker rooms. Showers will be closed.
- 23. Game-day rules for travel include contacting opposing team Athletic Director to comply with designated COVID-19 protocols. Request social distancing plan from the host prior to the start of the event, including fan ingress, fan egress, and fan seating. Health screening checks of all athletes/coaches/ drivers prior to departure. Bus/van will be thoroughly cleaned prior to departure and upon return.
- 24. Route to destination will be planned to minimize stops, using face masks at all times when off the bus during transit, limiting stops to eat and use facilities, and utilizing take-out dining. Hand sanitizing upon return to the bus.
- 25. Coaches will monitor all travelers throughout the trip, following daily self-screening protocol and temperature-taking. If symptoms are reported by any member, all members will wear masks and social distance as bus allows. AT and Athletic Director will be apprised of all travel occurrences and maintain all records.
- 26. Fall championship banquets and team community service activities will be eliminated.

The entire Trinidad State community will be expected to follow current public health guidance including but not limited to the wearing of face masks, the practice of social distancing, and appropriate personal hygiene practices. We recognize that the COVID-19 epidemic is fluid in nature and we remain prepared and ready to adjust our policies as needed and as directed by public health leaders.

Attachments:

- Symptom Screening Forms
- Pre-Semester Quarantine Plan
- TSJC Quarantine and Isolation Plan
- Facial Covering Notice
- Building and Table Signs



TSJC Symptom Screening Form – Students

https://tsjctrojans.com/information/Symptom Screening Form

TSJC Symptom Screening Form – Employees

https://trinidadstatejuniorcollege-

ybqqz.formstack.com/forms/covid selfscreening and acknowledgement



Trinidad State Junior College Pre-Semester Quarantine Plan

Trinidad State has established this semester start quarantine plan using guidance from the NJCAA, CDPHE, and other colleges within Colorado and our Division IX region.

Trinidad State has limited facilities and infrastructure that make a large-scale quarantine very difficult to implement. For example, all of our residence halls have shared shower and restroom spaces. This plan was developed to support the specific infrastructure of Trinidad State.

Trinidad State will establish family unit groups with residence hall populations as students arrive on campus. To accomplish this, the college will require all residence hall students:

- 1. To self-quarantine at home for 14 days prior to arrival.
- 2. To be COVID-19 tested at the local hospital prior to residence hall check-in.
- 3. To limit interaction outside of the assigned family group for 14 days.

Testing. Trinidad State is working with the local health department and the local hospital to test all students in the residence halls. Due to limitations with test processing, Trinidad State will test 15 students per day starting July 28. Students are assigned an appointment time by Trinidad State staff in coordination with the hospital. After testing, Trinidad State has identified a space on campus for students and families to wait for test results. Social distancing and face coverings are required for everyone on campus.

After confirming negative test results, students will check in to the residence halls and be assigned a colored wrist band. Restrooms and showers will be posted with color-coding to isolate groups to the greatest extent possible. Trinidad State will ensure that a heightened (every two-hour) cleaning schedule is adhered to in the residence halls. Students will have access to sanitation supplies for self-serve options.

If a positive test result is confirmed, Trinidad State will work closely with the student to determine if they can return to their home address to quarantine, or if Trinidad State needs to coordinate their quarantine. Trinidad State will work closely with health providers to determine any support student needs during quarantine and the coordination of meals and supplies as outlined in the Trinidad State Quarantine Plan.

Self-Quarantine. All residents on the Trinidad Campus will be required to self-quarantine at home for 14 days prior to arrival on campus. Students will be required to complete a form that affirms they followed the self-quarantine requirement. Forms will be submitted during the housing check in process.

Limited Interaction. Once a student has tested and provided documentation of self-quarantine, Trinidad State will establish family units. Students will be assigned colored bands upon check in. Students with the same colored bands will be permitted to interact for family unit limited activities while wearing masks and following social distancing within those groups for 14 days. Trinidad State will assign a staff person to serve as the lead contact for each quarantine cohort. Typically this will be coaches or assistant coaches but may be a staff member. Their role will be to ensure that the cohort is maintaining social distancing and will also serve as the student point of contact if they have specific needs. Separate meals (grab-and-go) will be coordinated for each unit during the 14-day period.



Quarantine & Isolation Plan

Trinidad State Junior College is working diligently to ensure the campus community remains as safe as possible in response to the COVID 19 Pandemic.

Employees, if you have tested positive for COVID 19, please contact, Yvette Atenico, Director of Human Resources as soon as possible. Trinidad State is required to follow local health department orders. The college will ensure appropriate cleaning and follow up can been made. Please note that your personal information and diagnoses will remain confidential.

Students, if you have tested positive for COVID 19, please contact Kerry Gabrielson, Vice President of Student Services as soon as possible. Trinidad State is required to follow local health department orders. The college will ensure appropriate cleaning and follow up can be made. Please note that your personal information and diagnoses will remain confidential.

Based on the latest guidance from local, state and federal public health officials, there are protocols Trinidad State will follow in the event that an exposure or infection of COVID 19 takes place on campus.

Exposure Protocol

Definitions: Self-Quarantine, Mandated-Quarantine and Mandated-Isolation

Self-Quarantine involves remaining in your home or residence hall with limited public contact due to symptoms of infectious disease (cold or flu).

If an individual has active cold or flu-like symptoms, including fever, cough, sneezing, vomiting, intestinal issues, or shortness of breath, they should quarantine themselves until such symptoms are no longer present for a minimum of 24 hours. In this circumstance, the individual should do their best to keep six feet of distance with any others in their home environment, limit contact to as few individuals as possible, and use antibacterial disinfectant after each restroom use especially for shared restrooms. Students living in residence halls should self-quarantine in their single room and limit interaction with people for at least 24 hours after symptoms disappear. Students on self-quarantine will have meal delivery service. Students will have access to sanitization supplies. Students will be encouraged to work with the virtual nurse or their medical professional to assess symptoms and duration of self-quarantine.

Self-Quarantine location: At home or in your residence hall room.

Mandated Quarantine involves remaining in your home or residence hall with limited public contact due to confirmed exposure to COVID 19. This is usually determined by the Department of Public Health

through investigation and surveillance of current active COVID 19 cases. Such mandated quarantine typically involves 14 days of confinement in a space shared with no more than 4 persons with the same exposure. There should be at least one restroom per four individuals. Students who are directed to mandated quarantine will be encouraged to return to their address of record for quarantine. For International students and students unable to travel home, students will quarantine in their assigned single room. In the instance of self or mandated quarantine on campus, individuals will receive meals delivered to their door, cleaning supplies for their restroom and living space, and daily well check.

Mandated Quarantine location: At home, residence hall or temporary assigned TSJC housing.

Mandated Isolation involves remaining in your home or residence with zero public contact due to a positive COVID 19 test, with or without active symptoms. Students who are COVID positive will be encouraged to return to their address of record for isolation. For International students and students unable to travel home, students will be assigned a temporary housing on campus if space is available or will be notified of an off campus temporary housing assignment. For mandated isolation in assigned TSJC housing, the individual will receive meals delivered to their door, cleaning supplies for their restroom and living space and daily well checks with a medical professional. The amount of time spent in isolation will be determined by the medical provider.

Mandated Isolation location: At home or temporary assigned TSJC housing.

Quarantine and Isolation Protocols

Trinidad State community members who are considering self-quarantine will follow this process:

- Students living on campus must notify Housing Director, Seth Kravig at 719-846-5547 that they
 are in self-quarantine. Seth will ensure that dining and virtual nurse or medical professional
 contacts are coordinated.
- Students in self quarantine are responsible to notify instructors of self-quarantine and are
 responsible for meeting course requirements. If students are unable to maintain course
 requirements, students must contact Vice President of Student Services, Kerry Gabrielson to
 discuss academic accommodation options.
- Employees who are in self-quarantine must notify their supervisor and Human Resources
 Director, Yvette Atencio to identify a remote work plan or sick leave options.

Trinidad State community members who require mandated quarantine or isolation will follow this process:

- Students living on campus must notify Housing Director, Seth Kravig at 719-846-5547 and provide documentation from the hospital or medical provider of recent positive testing for COVID BEFORE returning to campus.
- A transition to home address or temporary housing assignment for the student will be identified and a plan will be identified with the student before they return to campus.
- If the student can transition to home, TSJC will follow up with well checks while the student is at home.

- Students who have tested positive for COVID 19 shall not return to the Trinidad State campus for any reason. Students may not send their friends who they may have exposed to the virus to campus to retrieve any belongings. The student or their proxy may reach out to Housing Director, Seth Kravig or Vice President of Student Services, Kerry Gabrielson to arrange pick up of possessions by a non-exposed third party.
- Students who cannot return to their home address will be directed to temporary housing. Food
 and cleaning supplies will be coordinated for delivery to the student daily. Students will follow
 up with daily well checks.
- Employees who have tested positive for COVID 19 must notify their supervisor and Human Resources of their absence and shall not return to the Trinidad State campus for any reason. Employees may not send their family members or friends who they may have exposed to the virus to campus to retrieve any belongings. The employee or their proxy may reach out to the individual's supervisor to arrange pick up of possessions by a non-exposed third party. Employees will work with Human Resources to identify the leave or remote work process.
- Students and employees testing positive for COVID 19 must work with their medical professional and Public Health to determine the return to campus plan.
- Trinidad State will require documentation of a negative test prior to the student or employee returning to campus or exiting a mandated quarantine.

Medical Monitoring of Impacted Students and Employees

Trinidad State staff will retain a roster of students and staff who are in quarantine and isolation, their location and their emergency contacts. If and when emergency response is required to those students, responding staff will wear PPE including masks and gloves. If Trinidad State becomes aware of an emergency response by first responders to an employee or student, Trinidad State staff will inform first responders of quarantine or isolation status of student or employee.

Trinidad State will provide daily monitoring of all students in quarantine or isolation on campus. Individuals will be supplied with thermometer and over the counter prescriptions upon request to help address symptoms. TSJC will coordinate with the Public Health Department to ensure the roster and timelines are accurate.

Provision of Food Services

Sodexo dining staff will prepare meal boxes (three meals/day) for all community members in quarantine or isolation on campus. TSJC Housing will deliver on campus meals. Food service for students in off campus temporary housing will be provided.

Provision of Cleaning Supplies

Trinidad State staff will provide individuals in quarantine and isolation biohazard trash bags, soap, disinfectant spray and a change of linens. All trash should be put into the biohazard bag and will be picked up daily. Quarantined individuals will have linens delivered every three days. Isolated individuals will have linens delivered. A designated bag will be provided for laundry. Personal laundry (not linens) will be sent out once per week and will be in a separate bag from linens.

Academic Accommodations

The Vice President of Student Services will contact students in quarantine and isolation to review options to continue schoolwork. Asymptomatic students in quarantine or isolation are expected to continue classes through remote learning. Students experiencing illness may request academic accommodations, including extensions.

Temporary TSJC Housing Locations

On Campus Student Center Apartment. Two bedrooms, bathroom, living area and kitchen. May accommodate 2 students with one shared bathroom and shower.

Off Campus: Trinidad State will work with La Quinta Hotel and additional off site housing partners as necessary to provide temporary housing to students off campus.



NOTICE STATEMENT REQUIRING FACIAL COVERINGS

Effective on July 1, 2020, pursuant to guidance from the Center for Disease Control (CDC) and state and local health officials, all members and guests of the Trinidad State Junior College community who are on campus property are required to maintain social distancing of six feet apart and wear a face covering over their nose and mouth. This includes any indoor space on campus, including lobbies, hallways, bathrooms, break rooms, and any open office space with multiple workstations, if there are other individuals present. Face coverings are also required in any outdoor space on campus where there is a potential to encounter another individual and social distancing cannot be maintained. This notice does not include residence halls or NJCAA team related activities.

Face coverings help to slow the spread of the COVID-19 virus. They are part of a suite of preventive measures that include frequent hand washing, social distancing of six feet or greater, and minimizing the duration of contact time with others, all of which need to be maintained even while wearing a face covering.

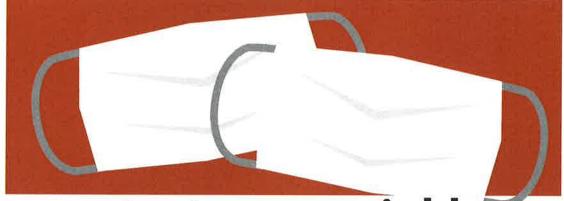
Wearing facial coverings may have a negative health impact on certain individuals, so we ask that you please be respectful, inclusive and understanding as you see others who are not wearing a facial covering. Students who cannot wear a facial covering due to disability or health reasons should contact Dan Wilson (Trinidad Campus) or Roberta Taylor-Hill (Valley Campus) to seek an exemption or accommodation. Staff seeking an exemption or accommodation should talk to Yvette Atencio, Human Resources Director.

Additional CDC guidance on the "Use of Cloth Face Coverings to Help Slow the Spread of COVID-19" is available online. This guidance discusses wearing, cleaning and removing face coverings. This document also has instructions on how to make your own face covering.

The College is monitoring applicable laws and guidance regarding social distancing and facial coverings, and this directive is subject to change as community knowledge about the virus and prevention methods grows.

MASK UPI

We're in this together...



protect your neighbor as well as yourself.

By entering this building, I assert that I do not have a fever or other symptoms associated with the Coronavirus.

If you are experiencing COVID-19 related symptoms, contact your instructor immediately to work out an alternative and a non-punitive approach to complete your course work.

SYMPTOMS

COVID-19 affects different people in different ways.

Most infected people will develop mild to moderate symptoms.

Some may experience:

Common symptoms:

- fever
- tiredness
- dry cough
- aches and pains
- nasal congestion
- runny nose
- sore throat
- diarrhea

For more information, go to: cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html















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STAY STRONG!













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