

COVID19: Risk Assessment and Action Plan from March 2022

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

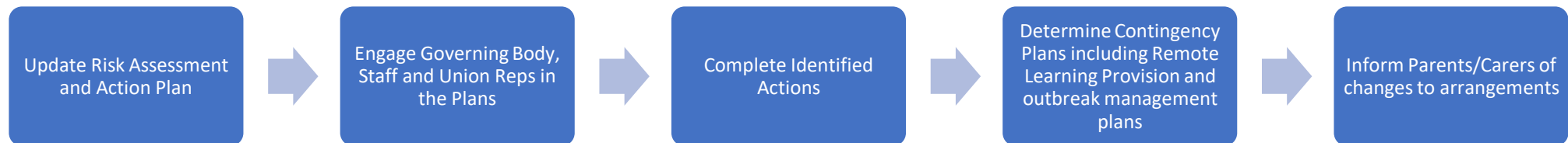
SCHOOL NAME: CHILDREN'S SUPPORT SERVICE

Purpose of this document: This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place following ongoing Government and DfE guidance, to ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DfE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Risk Assessment



General Control Measures:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow Public health advice on testing, self-isolation and managing confirmed cases of COVID

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Staff are unaware of risks and actions to mitigate	M	Risk assessment and control measures with any further updates are shared with union reps, staff and the Management Committee for feedback and consultation.	Sept 21 and with each change of advice	L
Site Arrangements	Office spaces allow for movement free of congestion and with adequate ventilation	Offices are congested and do not allow for ventilation.	L	Office staff desks repositioned. All rooms to be ventilated. Masks are available for those wishing to wear one.	Sept 21	L
	Consideration given to the arrangements for any deliveries.	Deliveries using the same entrance as pupils and arrive at the same time.	L	Redirect deliveries to a non student entrance where possible. Guide and instruct deliveries away from pupils/crowds.	Sept 21	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact (if bubbles reinstated). More appropriate alternatives are possible.</p>	<p>L</p>	<p>Follow usual evacuation procedure</p> <p>Care taken when re-entering a building to avoid bottle-necking e.g one year group at a time.</p> <p>Support those with mobility issues.</p>	<p>Sept 21</p>	<p>L</p>
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>	<p>Staff, students and visitors are exposed to risk of Covid-19 virus particles</p>	<p>M</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site managers and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>All rooms should be ventilated.</p>	<p>Sept 21</p>	<p>L</p>

				Cleaning materials available in all rooms to enable cleaning of surfaces and equipment between groups and regularly throughout the day.		
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at the school entrance. Bins in all classrooms. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock check and ordering schedule reviewed and orders placed accordingly.	Sept 21	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Staff, students and visitors are exposed to risk of Covid-19 virus particles	M	All staff advised to allow time and space for cleaning staff to operate.	Sept 21	L

	Process in place for safe removal and /or disposal and replacement of face masks (<i>although not mandatory, some students/staff may choose to wear face coverings in some situations</i>)	Disposed masks are left lying around.	M	Staff and students are reminded of safe disposal procedures. New and clean face coverings are available from the office for those who wish to wear one.	Sept 21	L
Classrooms	Classrooms allow for movement to avoid congestion.	Classrooms are unnecessarily congested.	M	Move furniture to allow free movement between teacher and pupil. Seating to encourage Pupils to face forward/same direction. Consideration given to using spare classrooms/breaking up larger groups, where available.	Sept 21	L
	Classrooms have appropriate ventilation	Rooms have no ventilation	L	Keep windows open (as temperatures allow) or open before and after lessons.	Sept 21	L

	Appropriate resources are available within all classrooms	Lack of equipment/resources needed.	L	Ensure all classrooms have appropriate resources to hand. Wipe / wash all resources after use.	Sept 21	L
Staffing	Staffing numbers required for opening have been determined including support staff such as facilities, IT, midday and office/admin staff.	There are not enough staff members on site to operate safely.	M	HOCs and team leaders determine number of staff needed. Staff are re-deployed where cover is needed. Timetables are adjusted to provide a safe staff/pupil ratio	Sept 21	L
	Approach to staff absence reporting and recording in place. All staff aware.	Staff do not follow absence reporting procedures.	L	Staff reminded of procedures during staff briefings. Return to work meetings address any concerns.	Sept 21	L
	Risk assessments in place for those staff who are clinically extremely vulnerable and appropriate arrangements for mitigating risk are identified. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	<i>Shielding is no longer in place.</i>	M	Shielding is no longer in place. Clinically extremely vulnerable staff and/or students have risk assessments which identify any specific adjustments.	Sept 21	L

	<p>Approaches for meetings and staff training in place.</p>	<p><i>There are no longer restrictions on number or the need to adhere to social distancing - however consideration will still be given to this.</i></p>	<p>L</p>	<p>TEAMs considered as an alternative option for large meetings/staff training.</p> <p>If face to face meetings required, COVID-19 guidance should still be followed:</p> <p>‘Hands, face, space’ with ventilation in rooms.</p> <p>Visitors should not attend if showing COVID symptoms.</p> <p>Visitors encouraged to follow guidance.</p>	<p>Sept 21</p>	<p>L</p>
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p> <p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p>	<p>Staff are unaware of expectations</p> <p>TA s and/or non subject specialists are required to lead some groups as not enough teachers on site to cover numbers.</p> <p>Subject teachers deliver lessons outside of their nominated curriculum area.</p>	<p>L</p> <p>L</p>	<p>Staff are aware of their role in any contingency plan regarding remote education</p> <p>Staff are supported in covering lessons – all staff to ensure resources are on hand for others to access.</p>	<p>Sept 21</p>	<p>L</p> <p>L</p>

	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff experience a negative impact on their wellbeing</p>	<p>n/a</p>	<p>Staff are aware of available support and advice for schools available from colleagues, line managers, senior management, ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx and the Education Support Partnership.</p> <p>The Wellbeing Policy / Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</p>		<p>n/a</p>
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Staff do not have access to regular testing.</p>	<p>M</p>	<p>Clear instruction and expectations are shared with staff.</p> <p>Staff in AP settings are advised to continue to test twice weekly.</p> <p>Stocks of test kits are replenished as needed.</p>	<p>Sept 21</p> <p>Feb 22</p>	<p>L</p>

				<p>Positive results are reported and close contacts will be identified via NHS Track and Trace</p> <p>There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</p> <p>Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower</p>	<p>Feb 22</p> <p>Feb 22</p> <p>Feb 22</p>	
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				and you can safely return to your normal routine.		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New staff do not follow guidance	L	All COVID-19 expectations are included in all induction processes, which include regular reviews during the induction period.	Sept 21	L
	Arrangements in place for any visitors / contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Visitors do not follow guidance	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Sept 21	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Externally employed adults do not follow guidance	M	Music lessons via Zoom or Teams (as an option) but face to face now acceptable. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	Sept 21	L

Group Sizes	<i>There is no longer a need to operate in 'bubbles' or restrict group sizes.</i>				Sept 21	
Social Distancing	<i>There is no longer a requirement to socially distance.</i>				Sept 21	
Face Coverings	Face coverings are no longer advised for pupils, students, staff and visitors in classrooms and communal areas.	A director of public health might advise that face coverings should be temporarily worn in communal areas.	M	<p>Pupils and staff should feel free to wear a face covering from choice.</p> <p>Pupils should follow wider advice on face coverings outside of school, including on transport.</p> <p>Face coverings may be recommended when numbers increase or there is poor ventilation.</p> <p>All visitors will be offered a face covering.</p> <p>Face coverings will be made available if advised.</p> <p>Face coverings do not need to be worn outdoors.</p>	Feb 22	L

				<p>A face shield may be worn in addition to a face covering, but not instead of one.</p> <p>Regular hygiene procedures should be followed to ensure the safe application and removal of face coverings e.g Had washing Sanitising Minimal contact to put on and take off. If reusable, regular washing at a high temperature.</p>		
Transport	Wider advice on wearing face coverings e.g on public transport, should be followed.	Transport issues may still create barriers to CYP attending	L	Support offered with travel and required expectations/provision of a face covering if requested.	Feb 22	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Parents / carers do not engage / receive vouchers		<p>Vouchers will be provided for FSM children who need to self-isolate.</p> <p>Support from personal tutors and office staff to ensure vouchers are accessible and collected.</p>	Sept 21	

	Arrangements for food deliveries in place	Deliveries create congestion.	L	Deliveries are directed to avoid lesson times, where possible e.g food deliveries are early morning.	Sept 21	L
PPE	PPE requirements understood and appropriate supplies in place.	PPE equipment is not available	M	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>Ensure PPE is available in each office/reception area if advised to use.</p>	Feb 22	L
Response to suspected/ confirmed case of COVID-19 in school	<p>Approach to confirmed COVID-19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed / take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	Parent / carer unable to collect student	M	Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.	Feb 22	L

			<p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none">• fully vaccinated adults – people who have had 2 doses of an approved vaccine• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status• people who are not able to get vaccinated for medical reasons• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>No individual with suspected infection or displaying symptoms should leave their home. No individual with suspected infection or displaying symptoms should arrive on site.</p> <p>However, if a person becomes ill / displays symptoms during their time on site, they must immediately self-isolate in spare room (or leave the site as soon as</p>	<p>Feb 22</p> <p>Jan 22</p>	
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			<p>possible) and inform d/HoC and parent / carer.</p> <p>YP should isolate until collected by a parent / carer.</p> <p>If not able to isolate, move to at least 2m from other people.</p> <p>Anyone who has been in contact with an unwell person should wash or sanitise their hands.</p> <p>Pupils, students and staff and other adults should follow public health advice on when to isolate and what to do. They should not come into their educational setting if they have symptoms.</p> <p>Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by</p>	Feb 22	
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				<p>another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine.</p> <p>Consider the following options:</p> <ol style="list-style-type: none">1. Appointed staff member wears PPE to take the CYP home in a school vehicle. Windows should be kept open.2. Taxi called and informed of case – face covering used to travel3. If social care involved, contact the social worker to support in getting the YP safely home.4. If no other option, YP should travel on public		
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				<p>transport with face covering.</p> <p>5. If YP becomes defiant and aggressive, call 999</p> <p>Anyone showing symptoms should be sent home and asked to follow government guidance.</p>		
	<p>Approach to confirmed COVID-19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>Parent / carer unable to be contacted</p>	<p>L</p>	<p>All key staff and families informed.</p> <p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>It was announced on 21 Feb that there is no longer a blanket requirement to self-isolate and that guidance on isolation will be replaced by UKHSA from 24th February.</p> <p>People who have a positive lateral flow device (LFD) are no longer required to have a follow-up polymerase</p>	<p>Sept 21</p> <p>Feb 22</p>	<p>L</p>

				<p>chain reaction (PCR) test, and they should stay at home if unwell.</p> <p>People who have a positive LFD test result should only have a follow-up PCR if advised to do so/following Government advice.</p> <p>Contact Essex Test and Trace for further advice, if required.</p>		
<p>Remote Education Plan</p>	<p>Contingency plan for remote learning should be maintained.</p>	<p>n/a</p>	<p>n/a</p>	<p>Remote offer in place and devices on hand to allocate if needed.</p> <p>Students to remote into an onsite lesson, or staff re-allocated to provide remote guidance and support.</p> <p>Technology support in place. DFE laptop allocation ordered, for contingency purposes.</p>	<p>Sept 21</p>	<p>n/a</p>

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	n/a	n/a	Staff refresher training session on processes and procedures and the revised wellbeing material - TPP focus.	Sept 21	n/a
	Updated Child Protection Policy in place (Sept 21).	n/a	n/a	Adopted most recent Child Protection Policy and relevant DfE documents.	Sept 21	n/a
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	n/a	n/a	SLT, Senco, SENPs and Engagement mentors all maintain contact with wider support services. My Concern is used to share and update relevant parties all safeguarding concerns.	Sept 21	n/a

	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Staff need close contact with pupil	M	<p>CSS operates minimal physical contact / TPP approach reducing risk of contact occurring.</p> <p>If contact is required, ensure hygiene routines are followed immediately afterwards.</p> <p>Review individual risk management plans to ensure they include protective measures.</p>	Sept 21	L
Curriculum / learning environment						
	Current learning plans, revised expectations and required adjustments have been considered.					

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes • contingency remote learning plan 	n/a	n/a	<p>All staff to consider wellbeing of students on return to school.</p> <p>Staff are trained and supported in delivery of lessons on TEAMs for when remote learning is required.</p> <p>'Catch up' is considered re timetable allocations and interventions.</p> <p>Additional assessment weeks incorporated into the academic schedule.</p>	Sept 21	n/a
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>	n/a	n/a	<p>Behaviour Policy review.</p> <p>Renewed focus on TPP and reflected in whole school aims and ethos.</p>	Sept 21	n/a
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>	n/a	n/a	<p>TEAMs support and training offered to students and families.</p> <p>Remote guidance and Remote Learning policy outlines measure to protect and safeguard.</p>	Sept 21	n/a

CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place. Annual reviews.	n/a	n/a	All annual reviews/PEPs to continue as planned – using TEAMs if preferred option.	Sept 21	n/a
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Anxiety is a barrier to attendance	n/a	All staff to focus on wellbeing and re-engagement on return to school. Allow time for re-adjustments. Follow TPP training.	Sept 21	n/a
	Approach to support for parents where rates of persistent absence were high before closure.	Persistent absence / parental engagement is a barrier to attendance	n/a	Key staff to work with families and external agencies to support families in returning CYP to school. Staff to act with understanding, alongside gentle reminders of expectations of attendance.	Sept 21	n/a

<p>Communication</p>	<p>Information shared with staff around the updated plan, including returning to some pre-COVID arrangements and some new amendments – as appropriate.</p>	<p>Staff do not engage with update plan or risk assessment.</p> <p>Key stakeholders are not informed.</p>	<p>L</p>	<p>Information shared with all staff (including union representatives) before being finalised.</p> <p>HoC / line managers to ensure staff in their teams are aware.</p> <p>Home tests currently still available.</p> <p>Spare face coverings available – for those choosing to wear one.</p> <p>Enhanced cleaning routines continued.</p> <p>Update risk assessment published on website and shared with key stakeholders.</p>	<p>Sept 21</p> <p>Feb 22</p>	<p>L</p>
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	<p>Communications with parents / carers and students on the:</p> <ul style="list-style-type: none"> • Revised plans and control measures that remain in place • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Transport and safe travel • Behaviour • NHS Test and trace • Expectations when in school • Contingency plans 	<p>Parents / carers do not engage with re-opening plans</p>	L	<p>Communication with families facilitated through:</p> <ul style="list-style-type: none"> • Texts and emails • Social media/website • Personal Tutor weekly phone calls / TEAMS meetings • SENCo updates • Mentoring sessions • Review meetings at start of term 	Sept 21	L
Governors/ Governance	<p>Meetings and decisions that need to be taken are prioritised.</p>	L	n/a	<p>Usual meeting schedule meeting followed.</p> <p>TEAMS continues to be used as an option for larger meetings, if preferred.</p>	Sept 21	L
	<p>Governors have oversight of full re-opening plans and risk assessments.</p> <p>Approach to communication between leaders and governors is clear and understood.</p>	<p>Governors do not engage with re-opening plans</p>	L	<p>Updated risk assessments are shared with governors.</p> <p>Visits have the option to be carried out 'virtually' via TEAMS</p>	Sept 21	L
	<p>Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors</p>	n/a	n/a	As needed	Sept 21	n/a

	and there is a plan for then these will be reviewed and potentially reinstated.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.	n/a	n/a	Materials referred to in Head Teachers PMR	Sept 21	n/a
School events, including trips	The school's annual calendar of events has been re-established	Risk assessments are not completed.	M	Usual risk assessments are completed.	Sept 21	L
Finance	Additional costs incurred due to COVID-19 are understood and clearly documented.	n/a	n/a	Additional costs are tracked and claims have been submitted.	Sept 21	n/a
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	n/a	n/a	Additional costs are tracked and claims have been submitted.	Sept 21	n/a
	Insurance claims, including visits / trips booked previously.	n/a	n/a	Booked events have been moved to an alternative date or cancelled.	Sept 21	n/a
Before and after school clubs	n/a					
Testing	Test kits are securely stored and distributed to staff and students (secondary) for home testing.	Staff / students do not take up the suggested testing.	L	Communication with all staff and parent / carers to raise awareness of the availability of home test kits.	Sept 21	L

				Key staff members store tests and monitor distribution.		
	<p>Staff and students (secondary) are aware of how to safely take and process the test.</p> <p>Shared the following information:</p> <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details for queries • Procedure for reporting incidents 	Staff / students do not take up the suggested testing.	L	<p>Communication with all staff and parent / carers to raise awareness of the availability of home test kits and how to use them.</p> <p>Key staff members have completed the COVID-19 testing training and can cascade to staff / students / parent / carers where needed for guidance with home testing.</p>	Sept 21	L
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.	Staff / students / parents / carers do not report test results.	L	<p>Communication with all staff and parent / carers to raise awareness of the availability of home test kits, how to use them and how to report all results to the school and a positive result to NHS Test and Trace (the school may offer to do this for them).</p> <p>Reporting system in place – all positive results recorded by school.</p>	Sept 21	L

				Staff requested to share positive test results with NHS Test and Trace.		
	Procedure in place to monitor and replenish test supplies / stock control.	Stocks diminish / cannot be replaced	L	Currently sufficient stock. To be monitored and requested accordingly. Key staff members store tests and monitor distribution and remaining stock.	Sept 21	L
Vaccines	The vaccine programme is facilitated on site in line with SAIS and DfE guidance.	Resistance (anti-vaccine) from staff/parents/carers.	L	Remind staff to not share personal opinions regarding the vaccine. Follow SAIS guidance. In case of an emergency contact 999, or 101 if it is something the police need to know about , but it is not an emergency. Essex Police have put plans in place to deal with any protests, if their support is required.	Vaccine roll out from 22 nd September 2021	L
Outbreak management plan	Outbreak management plan is developed to cover arrangements should pupils, students or staff	Amendments are not implemented and risks remain high in an outbreak	M	Work with relevant health protection teams in case of a local	Sept 21	L

	test positive for COVID, and how the school will operate if advised to take extra measures to help break chains of transmission.			outbreak. Follow advice given. Where required, temporarily re-introduce some controls e.g Face coverings, reduced mixing, remote education, etc... All changes are quickly communicated with families, students and key stakeholders		
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