



## **COVID-19 Recovery Phase: Guidance to Safety at Coppermine Revised: November 2020**

This document has been developed to provide clear direction on the necessary steps Coppermine is taking to manage our facilities as safely as possible and with proper protocols and procedures in place. The goal is to create a safe and healthy environment for our families, staff and children by making the necessary adjustments to help limit the risk of exposure to COVID-19 and implement these safety measures in everything we do as suggested by the CDC, state and local authorities and the Maryland Department of Health and Hygiene.

### **IMPORTANT HIGHLIGHTS**

- Staggered, small groups and limited class and program offerings
- Pre-screening and temperature checks of staff and participants upon arrival
- A limited number of children and visitors at each facility with drop-offs encouraged
- We recommend that parents and legal guardians of high-risk participants and children consult with their child's medical provider to assess their risk and determine if attendance is acceptable.

### **Please note that NO sick participant, visitor, coach or staff member may attend.**

- Staff, coaches and participants will wear face coverings during indoor activities and when maintaining physical distancing is not feasible. Coppermine will follow all current local and state mask guidelines. Face coverings for non-participants are required.
- Coppermine has hand-sanitizing products readily available and accessible for all children and staff.
- All staff have completed comprehensive training and are prepared with the new CDC protocols and safety procedures.
- Staff and instructors are prepared and excited to work with participants to provide the safest and best experience while promoting physical and mental health in all children.

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**Communication:** Coppermine and our administrators will be in regular contact with our participants, parents and legal guardians, staff and coaches as we receive health recommendations for continued guidance of safe operations throughout the year for all programs and classes.

We have put together a group of both healthcare and medical professionals along with our staff to help answer questions and concerns from parents and legal guardians, staff and coaches. Our Coppermine website and social media platforms will continue to be updated with health information. Staff is available to assist by calling the main line at 410-337-7781 or [info@gocoppermine.com](mailto:info@gocoppermine.com).

Our registration system allows access to all required waivers and up to date information and can be accessed for registered families directly from our website. [www.copperminefieldhouse.com](http://www.copperminefieldhouse.com)

**Children's Health:** Science has demonstrated that children who carry and transmit COVID-19 may have very few, if any symptoms. Because of this, if an asymptomatic adult infects a child and that child enters a child care facility with no symptoms, there is a risk of that child transmitting the virus to others in the facility, both children and staff.

**We strongly recommend parents and legal guardians of higher-risk children to consult with their child's medical provider to assess their risk and determine if attendance is acceptable.** Primary care providers are in the best position to make a professional judgement based upon an individual's health status and their suitability for the remote learning environment at this time.

**No sick child, participant, visitor, coach or staff member may attend.**

All caretakers, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in these facilities. It is therefore paramount that operators, parents and staff follow the guidelines as described throughout this document.

In addition, parents are advised of the following:

- Adults in contact with children attending a Coppermine class or program need to be hypervigilant about monitoring for symptoms and get tested if they develop 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.
- **If children attending a Coppermine program have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home to the vulnerable adult in the home.**
- For adults bringing their child to participate, those adults in the child's "bubble" will want to minimize their non-essential movement outside the home.

### **About COVID-19**

Coronaviruses are a large family of viruses. Novel coronaviruses are new strains of the virus that have not been previously identified in humans. There is evidence that this virus can be spread person-to-person.

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At this time, it appears the virus is transmitted by larger droplets, like from a cough or sneeze. Current evidence indicates it is not airborne through long distances or times. However, it possibly may survive up to a few days on various surfaces so frequent environmental cleaning is important.

<https://www.mayoclinic.org/diseases-conditions/coronavirus/in-depth/coronavirus-in-babies-and-children/art-20484405>

Symptoms for the novel coronavirus are mostly similar to those for influenza or other respiratory illnesses. They can range from mild to moderate and can include fever/feverish, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell. Symptoms can sometimes lead to severe illnesses.

See self-assessment- <https://www.mayoclinic.org/covid-19-self-assessment-tool>

### **What can you do to help prevent and control COVID-19 spread?**

#### **Coppermine COVID-19 Operational Plan**

Coppermine has developed an Operational Plan outlining how we will manage daily operations to meet the additional measures outlined in this document. The plan explains procedures on how we are implementing group restrictions within our facilities and while maintaining low coach and staff to participant ratios and disease preventive controls such as personal hygiene, cleaning and disinfection, and the management of illness. **Coppermine has drastically limited the number of participants and offerings at each facility and will be following the recommended state and local guidelines and safety protocols.**

#### **Implemented Safety Actions**

- Promote healthy hygiene practices
- Intensified cleaning, disinfection and ventilation
- Practice physical distancing / face coverings
- Limit sharing
- Trained staff
- Screening for signs and symptoms
- Plans in place for sick child or staff
- Maintain healthy operations
- Monitor risk-reduction strategies
- Community response plan

#### **Summary of key strategies to help prevent and control COVID-19 spread**

- Strict exclusion of children or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell. **OR**
- A child displaying purple fingers or toes even as the only symptom.
- If either of the above criteria is met, those who are sick must stay home, contact their healthcare provider, and cannot return until fully recovered.

If tested, your healthcare provider will inform the individual or parent (when a child is involved) when isolation may be lifted.

- **Note:** Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded but a note from their physician or medical provider is requested prior to attendance.

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- If a staff or child tests positive for COVID-19, healthcare providers and the health department will identify who the close contacts are and manage the outbreak with respect to healthcare measures and communication.
  - Staff are encouraged to remind children to practice good respiratory etiquette such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
  - Staff and children must practice good handwashing procedures and hygiene.
  - Increased access to handwashing stations and hand sanitizer throughout each facility.
  - Enhanced regular environmental cleaning of the facilities including high touch surfaces.
  - Items that cannot be easily cleaned have been removed.
  - Reinforce "no sharing" policies daily and often. The practice of not sharing will support the efforts of reducing virus transmission between children.
  - Respect physical distancing as described below.

### **In the Event of a Potential Exposure**

- Coppermine will immediately inform parents about any potential contact their children may have had with suspected or confirmed cases. Please see the procedures and isolation plan contained in this document. Each week detailed class and program rosters are kept with attendance so that proper communication can take place within groups should children have had exposure to a sick staff member or child.

### **COVID-19 Awareness**

Early Learning and Childcare Facilities and Day Camps are to provide parents with information on the additional COVID-19 related measures that are required for childcare attendance during the recovery phase. (included in this document) The operation must also post signage such as hand washing and personal hygiene etiquette throughout the facility. Coppermine has placed visual reminders at all facilities enforcing proper handwashing and healthy habits.

### **Staff Training and Responsibilities**

All Coppermine staff and coaches have completed trainings in all aspects of caring for children and promoting healthy development. All coaches and staff have completed online training COVID-19 courses and consistent trainings will take place throughout the season. We are extremely fortunate to have yearly full-time and returning staff that will be responsible for the small class groups each week.

<https://www.acacamps.org/resource-library/coronavirus/health-wellness-resources>

Directors, coaches and full-time staff have been trained for hands only CPR training with the new health protocols in place.

### **Records and Sign-Ins**

Coppermine is required to have up to date records of household members for each child attending the facility (names and contact numbers). Families must have completed forms on file before any child can attend. (waivers and emergency contact information) A log will be kept for each self-contained group that would include the names of those in the program group and the dates the group attended. Coppermine will maintain these records should they be needed to help with contact-

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tracing, if a COVID-19 case was found in the facility or for a child or member that might have attended a program.

**For parents of children attending – if your child is sick, they must not come.** You must keep them at home and away from others. Please encourage your child that if he or she is not feeling well during a class or program, to let an adult know they are feeling sick. The greater risk of transmission in the facility environment is between adults. It is of utmost importance that staff, instructors and other adults maintain physical distancing between themselves. **No sick staff member, parent or child may attend.**

Our job is to fill each child's experience with fun, assist with athletic learning and facilitate engaging activities that are safe with the most recent guidelines in place. We ask that all parents send a labeled reusable water bottle to class. Instruct your child to use it and refill it frequently. Staying hydrated is important to a healthy athletic experience.

### **Drop-off and Pick-up for Classes and Programs**

We are encouraging one identified adult per family be responsible for the drop-off and pick-up of the children at the facility as best as possible. **Staggered class and drop-off and pick-up times will be implemented to reduce the number of people at the facility at the same time.** Individual emails will be sent with program information. Drop off and pick up will be done outside when possible, unless the adult absolutely needs to come into the facility. (pre-screening will be required) Individuals who are at higher risk for severe illness per CDC guidance should not drop off or pick up children. **We are limiting registered participants to one adult chaperone at the facilities for certain classes and strongly encourage drop-off when possible for all age-appropriate participants.** (Drop off is preferred for children 5 years and older) Staff will assist in pre-screening and getting children to their class or program.

### **Pre-Screening Process**

Clear procedures are posted at all doors with rules to allow and prohibit entry. Signage is posted at all Coppermine entrances advising of the pre-screening process. **Prior to entering any Coppermine facility all staff, coaches, children, the adult bringing the child into the facility (only if absolutely needed) or others deemed essential will be pre-screened.** Parents are asked not to walk their child into the buildings (depending on age of the child) as we need to limit visitors. Drop-off is strongly encouraged. Please know this is for the safety of everyone in our Coppermine community as advised by the CDC and DHMH.

### **Screening Questionnaire for COVID-19.**

**Pre-screening is to include temperature checks,** using a non-contact thermometer (infrared). When using a non-contact thermometer refer to the manufacturer's recommendation for what is considered a normal temperature range when used to take an individual's temperature. Concerning temperatures are above 100.4. **All staff, coaches and children will have their temperatures checked when they arrive at the facility for their respective programs or classes.**

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Following pre-screening, those children and staff exhibiting symptoms will be advised of the following:

- Strict exclusion of children or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.

**OR**

- A child displaying purple fingers or toes even as the only symptom.
- If either of the above criteria is met, those who are sick must stay home, contact their healthcare provider, and cannot return until fully recovered.

**Note:** Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded but a note from their physician or medical provider is requested prior to attending.

**Safeguards for Visitors**

Visitors (other essential staff such as DHMH staff and Health Inspectors) must follow the pre-screening protocol described above. They must also wash their hands upon entry at the nearest handwashing station or bathroom and must maintain physical distancing as much as possible. Essential visitors will be limited and will be required to remain in designated areas. There are no special events where parents or outside guests are able to participate in or observe activities. Programs are restricted to essential staff, coaches and participants only. There are no longer lobby or waiting areas for families or siblings under the current health guidelines. There are no extra or additional visitors in class spaces except for Parent and Child programs or classes or those classes that are offered for our younger students.

**Masks and Face Coverings**

According to the CDC and current local and state guidelines, **staff, coaches and participants will wear cloth face coverings during indoor activities** and when maintaining physical distancing is not feasible. Mask directives have changed periodically, and we will continue to monitor the local and state directives as we receive them. Programs have been structured to incorporate spacing out and safe practices for all classes and offerings. Individual program emails will be sent prior to the start of class. Non-participants are asked to wear face coverings when at a facility and while also practicing social distancing.

**Physical Distancing Practices**

Staff and coaches will consistently provide reminders and encourage children not to touch other children and to practice good personal hygiene. We ask all parents to also communicate safe practices with their child. It is important for children to be reminded and educated at the beginning of each program on how to wash their hands, how to cover their sneezes and coughs properly, and the importance of not touching their face or touching others. Our staff will reinforce positive healthy practices. **If a child is unable to follow safe practices as stated above and in accordance with the Coppermine Health guidelines, those children will need to be removed from the class and picked up. Safety and Health are our number one priorities for everyone.**



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**For each class or program, the same staff member or coach and same group of children will stay together each week for the ten-week session.** We are unable to move children from one group or class to another. Any changes would need to happen prior to starting the ten-week session. Groups will be divided with 14 or less children per group and 1 or 2 staff members not to exceed 15 people. All class sizes have been adjusted according to the specific program and restrictions in place.

For facilities that have multiple groups or programs at similar times, each small group will be separate from others and there will be no intermingling between individual groups. Entry and exit times have been staggered and classes have been limited according to the individual facilities.

We will continue to monitor developments and updates from the CDC, DHMH and those that provide direction should these temporary limits be adjusted or revised in the weeks ahead.

### **Classes**

Class sizes are limited to a maximum of up to 14 children (depending on each individual class) with 1 or 2 staff members or coaches and not to exceed 15 that remain consistent each week for ten weeks. There are no make-up classes until further notice. With the new health guidelines in place we are unable to mix children in with other classes for make ups. (please see class and program policies)

### **Cleaning and Disinfection Procedures**

Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, toys, etc., will be cleaned frequently when used. **Toys and equipment have been limited, and activities have been planned according to social distancing measures. All toys and equipment will be sanitized often between use.**

A cleaning and disinfection schedule is in place for all Coppermine facilities with clear accountabilities assigned to specific staff. Additional staff has been assigned solely to focus on enhanced daily cleaning procedures.

**Coppermine will provide cleaning and disinfecting of communal spaces between groups and classes along with cleaning and disinfecting of any shared items or equipment.** When possible, players and participants will be assigned items and equipment to reduce the quantity of items shared.

### **Personal Hygiene Etiquette**

#### **Handwashing**

Handwashing is one of the best ways to protect yourself and others from getting sick from COVID-19 and other germs. Coppermine has hand-sanitizing products readily available and easily accessible for participants and staff.

#### **Hand Washing with Soap and Water**

To wash your hands properly with soap and water, follow these steps:

- Wet your hands and apply liquid soap or clean bar soap.
- Rub your hands vigorously together, scrubbing all skin surfaces.
- Pay special attention to the areas around your nails and between your fingers.
- Continue scrubbing for at least twenty seconds.
- Rinse your hands and dry them well.

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- Turn off faucets with paper towel if needed.
  - Open door of bathroom with paper towel in hand and then dispose in waste basket.

### **Hand Washing with Hand Sanitizer**

Alcohol-based hand sanitizers with a minimum 70% alcohol may be used by children and staff if they do not have access to soap and water, and if their hands are not visibly soiled. Children are to be supervised when using these sanitizers. Hand sanitizer products must not be ingested and must always be kept out of reach of children.

### **To wash your hands properly with alcohol-based hand sanitizers, follow these steps:**

- Apply hand sanitizer.
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists and rub until dry.

### **Staff and children must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:**

- on arrival;
- after using the toilet;
- after blowing nose, coughing or sneezing;
- after playing with equipment;
- after individual activity;

In addition to the above, staff and coaches are required to wash their hands:

- after helping a child use the toilet;
- after breaks;
- before and after each class

### **Other Personal Hygiene Etiquette**

- Avoid touching the face, eyes, nose or mouth with unwashed hands.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.
- Ensure signage on personal hygiene etiquette such as handwashing; and sneezing and coughing etiquette is posted throughout the facilities. This would include common areas, bathrooms, and diaper changing areas. Coppermine has placed handwashing signs throughout all facilities.
- Please teach and practice good respiratory hygiene and cough etiquette within your household.

### **Additional measures to help prevent and control COVID-19 spread**

#### **Supplies**

Coppermine has obtained all the necessary supplies as recommended such as liquid soap, paper towels, toilet paper, hand sanitizers, cleaning and disinfecting supplies and personal protection equipment (masks and disposable gloves) in order to be proactive with maintaining daily safety and cleaning procedures.

For personal protective equipment all facilities have a supply of community masks for children, coaches or staff who may become ill.



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Coppermine has delegated responsibility to several staff to monitor supplies to ensure stock is maintained during operating hours.

### **Bathrooms**

Bathrooms are equipped with hot and cold running water under pressure, liquid soap, paper towels, toilet paper, and garbage containers. Proper handwashing signs are posted. Bathrooms are cleaned frequently throughout the day. **Bathroom visits will be staggered among participants to avoid any potential of visitors or children intermingling.**

### **Access to the Facility by Others**

- Visitors who would be considered as an essential service are permitted to enter the facility during operating hours. This would include DHMH staff that are involved with licensing and curriculum training, as well as other professionals that are essential to the facility such as public health inspectors. (would need to follow pre-screening procedures)
- Non-essential visitors such as salespersons, librarians, and entertainers are not permitted to enter the facility during operating hours.

**Control measures as guided by the Department of Health and Mental Hygiene if an outbreak is detected.**

### **What is considered an outbreak when dealing with a confirmed case or a suspect case of COVID-19?**

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19);

#### **OR**

Two or more suspect cases of COVID-19. A suspect case is defined as:

- a child or staff that has 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell; or
- a child displaying purple fingers or toes even as the only symptom

**Note:** Children, coaches or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion would not be considered a suspect case but are asked to provide a note from their primary care physician or medical provider before attending a program.

### **How to report cases to the Health Department?**

If the facility has one confirmed case of COVID-19 or, has 2 or more suspect cases of COVID-19, the facility is to advise the Health Department by contacting them directly. Health care providers must contact the MDH Infectious Disease Bureau to request COVID-19 testing for a suspect case, at 410-767-6700 during business hours and after hours call the MDH Emergency Call Center at 410-795-7365 to arrange the initial disease consultation.

Testing is usually not recommended to clear an individual. Primary care and healthcare providers will inform the individual or parent (when a child is involved) when isolation may be lifted.

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**If an outbreak is declared, then the facility must close. The facility cannot reopen until advised to do so by the Health Department. The Health Department will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required with the Coppermine community.**

### **Outbreak Management Plan**

As part of the current mandate, facilities are required to have an outbreak management plan. The plan will be required to be updated to include information on COVID-19 and the control measures to follow when dealing with a suspected case of COVID-19.

### **Coppermine control measures on suspected cases of COVID-19 include:**

- If a facility is required to be closed because of an outbreak, the Health Department will give the directive to the facility and parents will be notified.
- If exclusion or isolation is required, measures are in place to inform parents/guardians and staff of the situation and of how important this control measure is. **Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others.** Parental and staff cooperation is critical. The facility must have an area that can be designated to isolate a staff or child that becomes symptomatic during an activity while waiting to be picked-up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation. **Coppermine has designated isolation rooms at each location for children, coaches or staff to be should isolation or exclusion need to happen. All Coppermine staff and coaches have training and are aware of the proper procedures should this be needed.**
- Symptomatic children must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to an ill child should maintain 6-feet of social distance.
- It would be important that the group of combined children/staff the symptomatic child was in, not mix with the rest of the population until the 'suspect case' is assessed.
- If a 6-foot distance cannot be maintained from an ill child, if circumstances allow, the child should wear a community mask that Coppermine will provide.
- Ill staff or coaches must immediately isolate from others and wear a community mask until they are able to leave the facility.
- Hygiene and respiratory etiquette must be practiced while the ill child or staff is waiting to be picked up.
- Required temperature checks for staff and children upon arrival. All readings will be documented.
- Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/coach/staff has left the facility.
- If an outbreak is confirmed, post appropriate notices for parents/guardians at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested. Coppermine families will be notified immediately should this be the case.

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As additional information becomes available through governmental agencies, medical authorities and professional industry associations, the recommendations and suggested practices within this guide for Coppermine will be updated on our Coppermine website, social media platforms and through our registration portal for registered participants. Our goal is to provide a safe and positive experience for your children while they are in our care. Communication is extremely important, and we ask that all families reach out at any time for us to help answer questions or provide assistance.

Below is the daily screening questionnaire that is required prior to participation. Please read these over prior to your first day so you know what is being asked. We ask that families please be patient as we navigate the ever-changing state and local health guidelines and recommendations.

Our goal is to provide the safest and happiest experience for your children and your families.



## Coppermine Screening Questionnaire for COVID-19

**FOR ALL STAFF, CHILDREN, PARENTS/GUARDIANS AND VISITORS: PLEASE DO NOT ENTER THE FACILITY WITHOUT ANSWERING THE FOLLOWING QUESTIONS**

*Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded but we require a note from a medical provider stating this prior to attending.*

**Child's Name:** \_\_\_\_\_ **Facility:** \_\_\_\_\_

**For parents/guardians:** I, \_\_\_\_\_ (parent/guardian) am completing the screening questionnaire for the child described above.

### 1. Does your child have:

A. any of the 2 following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell?

**OR**

B. if a child, purple fingers or toes even as the only symptom?

**If answered YES to either A or B, then you must stay home, contact your healthcare provider, and cannot return until fully recovered.** If tested, the healthcare provider will inform the individual or parent (when child is involved) when isolation may be lifted.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

**2. If you have answered YES to any of the following below, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the CDC webpage. If you are a parent or caregiver of a child and have direct patient contact work, go to Question 3.**

a. Have you or anyone in your household had close contact (face to face contact within 6 ft) with a confirmed case of COVID-19 within the last 14 days?

b. Have you have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.

c. You may have been exposed to COVID-19 in the last 14 days.

d. You have been told by public health that you may have been exposed to COVID-19.

**3. If you have direct patient contact work (Health Care Provider) and have answered YES to any of the following below, then you and your child must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the CDC webpage.**

a. Have you or anyone in your household had close contact (face to face contact within 6 ft) with a confirmed case of COVID-19 within the last 14 days, outside of the health care setting?

b. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.

c. You may have been exposed to COVID-19 in the last 14 days, outside of the health care setting.

d. You have been told by public health that you may have been exposed to COVID-19.

e. Have you had close contact with an individual who is suspect of COVID-19 in the last 14 days while providing direct patient care and you were not wearing proper Personal Protective Equipment (PPE)?

**Name of screener:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

[https://phpa.health.maryland.gov/Documents/FAQ\\_covid19\\_stay\\_home\\_isolation\\_033120.pdf](https://phpa.health.maryland.gov/Documents/FAQ_covid19_stay_home_isolation_033120.pdf)