

Bristol Borough School District
COVID-19
Policy and Procedure Manual



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Daily COVID-19 Student Screening for Parents/Guardians

Please conduct the following screening of your child(ren) each day before sending them to school.

- Temperature over 100 degrees
- Fatigue
- Cough
- Sneezing
- Muscle Aches and Pains
- Sore Throat
- Diarrhea
- Headache
- Shortness of Breath or Difficulty Breathing
- New Loss of Smell or Taste

If your child has had any of these symptoms within the past 24 hours, please do not send him/her to school. It is important that you do not administer medication to mask a fever or symptoms. If your child has symptoms, they should stay home from school.

COVID-19 Self Screening Questionnaire

All staff, students and essential visitors **MUST** screen themselves **PRIOR** to entering any Bristol Borough School District building. By entering a building, I affirm that I have reviewed this document and I am following the below information as outlined.

Are you experiencing any of the following?¹

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.0 or higher) Cough Shortness of breath Difficulty breathing Loss or change in smell Loss or change in taste	Chills Muscle/Body aches Headache Sore throat Nausea or vomiting Diarrhea Fatigue Congestion Runny nose

Stay home if you:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication

Are you currently under the direction of State or local health department order to isolate or quarantine because of your diagnosis of COVID-19?

- If the answer is yes, you should remain home in isolation or quarantine.

Have you recently been tested for COVID-19 and still awaiting the results?

- If the answer is yes, you should remain home until the results are provided.

If you meet the symptom requirements above, **DO NOT** enter the building until such time as the symptoms have FULLY resolved or you have been examined by a medical professional, and another cause other than COVID-19 has been identified. District Return to School/Work Guidelines must be followed.

¹ Symptoms Screening Tool Chart from PDE Website Rev. 7-16-20

[https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening)

[19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening](https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx#screening)

Symptomatic Employee/Student Guidelines

Procedure: Employees/students that present with symptoms of COVID 19 will comply with the following guidelines:

Students

1. The student will immediately be taken to a separate area and isolated from others
 - a. parents or designated person will pick up student- recommendation is within one hour of notification

Employees

- If no mask or face covering – place immediately on face
- If with students – DO NOT leave students unattended.
- You may be assessed by the nurse or if you do not want or need medical attention, contact the principal/superintendent immediately and make arrangements to leave the building.
- Limit areas of touch
- The employee's personal area will be cleaned after the employee has been sent home sick for ANY REASON.

*Refer to Flowchart below



COVID-19 Symptomatic K-12 Student or Staff Process Flow

To be referenced with the [Public Health Guidance for School Communities During COVID-19](#)

Student or staff present with symptoms*

Symptoms **are** consistent with COVID-19
(see *Example Symptom Screening Tool*)

Isolate from non-symptomatic students/staff – separate room or separate space in nurse’s office

Send home with referral to healthcare provider

Evaluation by healthcare provider/Investigation and notification by Public Health**

Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days

PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts

Return to school***



Symptoms **are not** consistent with COVID-19

Assess using normal school policies

Return to school

* Notifying DOH or CMHD staff is **not necessary** for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.

** For staff and students, who are not currently a close contact or quarantined, presenting with symptoms that may be associated with COVID-19 may return to school when any one of the following applies:

- Symptomatic individual/child not tested: exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) AND improved respiratory symptoms; or
- Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider: exclude until afebrile for 24 hours (if fever present) and symptoms improving; or
- Symptomatic individual/child with test negative: exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms.

*** There is no need for a “negative test” for student or staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance.

Returning to School/Work

Those returning to work or school must have the following documentation:

1. A note from a physician or other medical provider stating that you have been without a fever for a minimum of 24 (twenty-four) hours

OR

2. A note from a physician or other medical provider stating that you have a negative COVID-19 test

OR

3. A note from a physician or other medical provider stating that you have been in quarantine for a minimum of 10 (ten) days

EXCLUSION FROM WORK GUIDELINES

Employees with COVID-19 Symptoms or known exposure by close contact OUTSIDE of the workday should follow the following guidelines:

- Call out – Use the established procedure for calling out sick.
- Contact Principal/Supervisor promptly by phone or text.
- Principal/Supervisor will obtain basic contact information, exposure concerns, symptoms, and a basic contact history consistent with COVID-19 checklist
- Get treated: Testing is essential. All employees with symptoms or who have been exposed should contact primary physician and promptly obtain a test
- Isolate at home until you have received test results.
- Make a list of close contacts you have had from two days before you become sick until you were isolated. **Close contacts are people who have been within 6 feet of you for a period of 15 minutes or more and one party is NOT wearing a mask.**
- If you have been exposed by a confirmed positive contact, the Department of Health will also intervene to provide guidance.
- Test results may be conveyed promptly to the Principal or her designee with backup documentation to follow.
- CONFIDENTIALITY REMAINS IMPORTANT. Personal information will only be shared as needed to ensure the health and safety of employees and students and to cooperate with the Department of Health.
- Return to work will be consistent with return to work guidelines.

Health Office Procedures

Bristol Borough School District COVID-19 Student Triage

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Any student with symptoms consistent with COVID-19 should be referred to the school nurse for evaluation. These symptoms should be outside of the student’s baseline.

Fever (100.0 or higher)	Cough	Shortness of Breath
Chills	Runny Nose	Nausea/Vomiting
Fatigue	Diarrhea	Loss or change in taste
Headache	Loss or change in smell	Muscle/body aches
Sore throat	Congestion	Difficulty breathing

Name: _____ Date: _____ Time: _____ Homeroom: _____

Presenting Symptoms:

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.0 or higher) Cough Shortness of breath Difficulty breathing Loss or change in smell Loss or change in taste	Chills Muscle/Body aches Headache Sore throat Nausea or vomiting Diarrhea Fatigue Congestion Runny nose

Send student home if:

Has one or more symptoms in Group A **OR** Has two or more symptoms in Group B

Other: _____

When did symptoms begin? _____

Have you been out of state? Yes _____, where _____ No _____

Clinical Findings

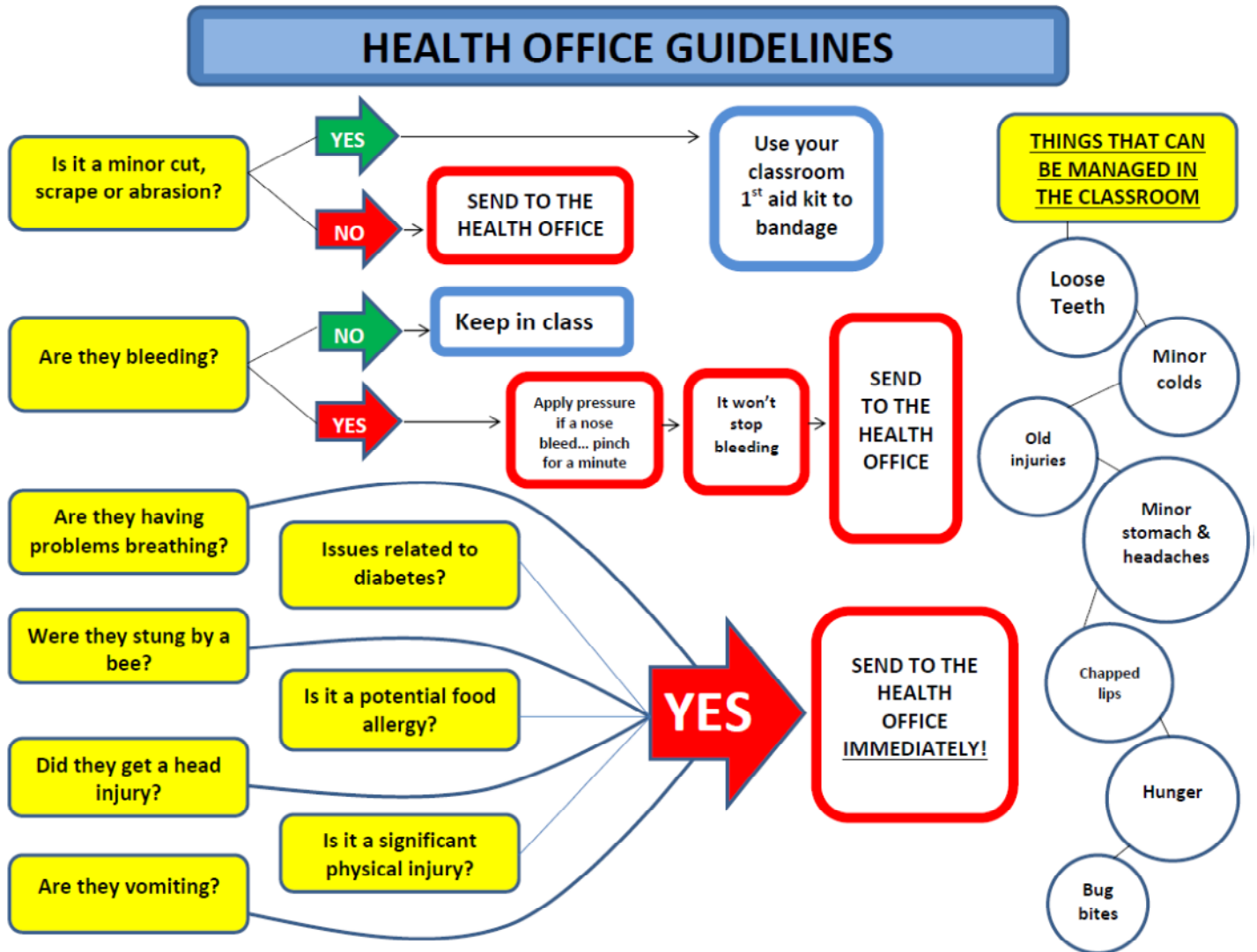
Temp: _____ °F SaO2: _____% RR: _____bpm HR: _____bpm BP: _____/_____

Notes: _____

Parents notified to pick up their child and advised to contact their Primary Medical Provider.

Nurse Signature _____

Guidelines for Sending Students to the Nurse



Quarantine Policy

The CDC currently recommends a quarantine period of 14 days. However, based on local circumstances and resources, the following options to shorten quarantine are acceptable alternatives.

- After Day 10, without testing and if no symptoms have been reported during daily monitoring.
- After Day 7, after receiving a negative test result (test must occur on day 5 or later) The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation, but quarantine cannot be discontinued earlier than after Day 7.
- Household contacts: when quarantining due to a household contact who cannot completely isolate (with a separate room and bathroom), the household members' quarantine period begins when the infectious period of the case ends.

After stopping quarantine, you should

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](#).

CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed. See [Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing](#) for guidance on options to reduce quarantine.

Face Coverings:

- In accordance with the Pennsylvania Department of Health, the Bristol Borough School District requires all employees and students to wear face coverings while in school buildings and in the presence of others.
- Face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.
- A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. "Face coverings" may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.
- Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team.

****Please see Face Coverings Update section of the document for additional information.**

Students will be allowed to remove face coverings when they are:

- Eating or drinking when spaced at least 6 feet apart; or

- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
- At least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.
- Individuals who refuse to wear a face covering properly will not be allowed in the building.

Visitors and Volunteers

- For the health and safety of our school community, visitors and volunteers will have limited access to school buildings.
- If your child needs materials from home, you will be asked to leave them with the monitor at the front door.
- If a visitor needs to enter the building, they will be asked to complete a COVID screening form before gaining admittance. Visitors may be denied access if they are symptomatic.
- All visitors and volunteers must also bring identification to be interred into the Raptor visitor monitoring system.
- All visitors and volunteers must wear face coverings in the building.

Hallways

- Students will stay to their right while passing in the hallways. Face coverings must be worn at all times while in the hallway.
- Students are to maintain a distance of six feet from their peers whenever possible, including while walking to classes.

Cafeteria

- Students must wear face covering while moving around in the cafeteria.
- Students will be permitted to remove their face coverings once they are seated to eat.
- Students must wear a face covering when they finish eating.
- Students will sit in assigned seats in the cafeteria.
- All students will be spaced 6 feet apart and facing the same direction whenever possible.
- Breakfast and lunch options will be reviewed including service through a take-out or “grab-and-go” option.
- Additional spaces such as the gym and the Large Group Instruction Room (GI) will be utilized to maintain social distancing during meals.
- Seating areas will be cleaned before the next group of students enters.
- All cafeteria staff will be trained in COVID-19 cleaning procedures.

Breakfast/Lunch

- Meals are currently free for all students.
- Breakfast/lunch combo packs will be available daily for virtual students from 10:00AM – 1:00PM
- Students who are attending live will receive a grab and go breakfast as they enter the building in the morning.
- Students will be permitted to remove their face coverings once they are seated to eat.
- Students will eat breakfast at their desks.

- Breakfast trash will be bagged, placed outside of the classrooms, and collected by 9 AM.

Lavatories

- Lavatory access in hallway facilities will be staggered so as to not have crowding in the bathroom.
- Students will wait outside the bathroom and are allowed to enter once a space is open.
- Reminders regarding hand washing will be placed in all bathrooms.
- Bathroom areas will be cleaned and sanitized at least twice during the school day.

Main Office

- To reduce the potential spread of COVID-19, we ask that traffic in and out of the main office areas be kept to a minimum.
- Please use alternate forms of communication with the secretaries such as email or phone whenever possible.

Classroom Learning Space

- Classroom desks will face the same direction and be spaced at 6ft apart whenever feasible. When it is not feasible to have all desks facing in the same direction, staggered or diagonal seating at shared tables to avoid “across the table” seating.
- Seating charts will be maintained to facilitate any necessary contact tracing.

Transportation

- Maximum of two students to a seat.
- All student will have assigned seats
- Seating charts will be developed and copies will be kept in the
- Masks are required.
- All passengers face forward.
- Increase ventilation whenever possible by opening windows.

Mask Breaks

- Face masks are required at school and on the bus for all students in grades Pre-K to 12.
- A minimum of two mask breaks per day should be scheduled for 10 minutes when students can maintain a distance of six feet from others for the duration of the break and will be scheduled according to building protocol.

Hygiene Practices and Reminders

- Require individual hand sanitizing/washing before and after eating and using the bathroom.
- Periodical reminders students and staff to wash hands after using the restrooms will also be provided.
- Make daily announcements to remind students about hygiene routines.
- Offer reminders about hygiene protocols for sneezing and coughing
- Signs will be displayed at the front entrance of each school
- Signs will be displayed in each classroom
- Signs will be displayed in all bathrooms

- Additional signs will also be displayed throughout the school buildings and offices.
- Students will sanitize their hands when they enter the building and classrooms.

Cleaning, Sanitizing and Disinfecting

- All high-touch surfaces will be cleaned at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA/CDC/ manufacturer guidelines whenever feasible.
- Clean student desks/tables on a frequent basis following posted EPA/CDC/manufacturer guidelines, as feasible.
- We will clean/disinfect all high-touch surfaces on buses at least once a day.
- Students and staff will be required to sanitize/wash hands on a frequent basis.
- Hand sanitizer is available in common areas, hallways, and/or in classrooms to the greatest extent possible.
- Clean/disinfect all high touch surfaces on buses between runs.
- Hand sanitizer is available on buses.

Personal Protective Equipment (PPE)

- The school district has face coverings available for students, employees, or visitors who do not have one.
- Gloves are available for staff who require them for specific classrooms or work stations
- Hand sanitizer is available classrooms and common areas.
- Each classroom has surface disinfectant available

Classroom Air Flow

- Ventilate all classrooms using windows and common areas when available/possible.
- Implement air circulation patterns that push inside air towards open windows when available/possible.
- Increase the introduction of outside air as much as possible, conditions permitting.

Recess

- Students will have a 15 minutes of recess daily.
- Students must wear face coverings during the entire recess period.
- There will be 4 recess locations to be used.
- Classes will participate in recess based on their homerooms.
- Students will not mingle with students in other homerooms during recess.

Water Access

- Students and staff are permitted to bring water bottles from home including single-use water bottles.
- No touch bottle filling stations will be open for refills where available.
- Water fountains will be closed.

Notification of Positive Cases of COVID-19

- The District will notify families of positive cases of COVID-19 using established methods of communication such as email and our District website.

- Public release of COVID-19 impacted student and staff names will be limited and will only occur in coordinated with the Bucks County Department of Health.
- Bucks County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case.

School Closures

- The school nurse, in coordination with the principal and the superintendent, will be responsible for making decisions regarding quarantine or isolation requirements of staff or students. The nurse will confer with the Director of the Bucks County DOH as needed to assist in making those determinations.
- School closure announcements will be made through established communication channels.
- When a classroom or school needs to be closed, instruction will continue online until the classroom or school is reopened.
- The length of the closure will be determined in cooperation with the Bucks County Department of Health and the recommendations set forth by the CDC and the PA Department of Health.

Travel Guidance

The Pennsylvania Department of Health (DOH) has amended the travel guidelines on November 25th to reflect the orders of Dr. Rachel Levine, the Secretary of Health. The travel guidance can be found in its entirety on the PA DOH website.

<https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/SOH%20Travel%2011-25-2020.pdf>

- If you traveled outside of Pennsylvania you will need to either provide evidence of a negative COVID-19 test obtained 72 hours prior to entry into Pennsylvania, or place yourself in a 10 day quarantine.
- If you get tested prior to entry into the Commonwealth, but have not received your results, you will need to place yourself in a quarantine until evidence of a negative result is submitted.
- If you are unable to get tested for COVID-19 prior to entry back into Pennsylvania, you may obtain a COVID-19 test, and submit evidence of a negative result during your 10 day quarantine period.
- **Please note, these guidelines apply to individuals over the age of 11.**
This order has many stipulations including, but not limited to:
 - Individuals **under the age of 11.**
 - Individuals traveling to and from the Commonwealth for the **purposes of work.**
 - Individuals who are returning to the Commonwealth after traveling outside the Commonwealth for **less than 24 hours.**
 - Individuals traveling to and from the Commonwealth for **medical reasons**, including individuals providing comfort and support to a patient.
 - View the entire list of stipulations at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

PA Department of Health Face Coverings Updated Guidance

UPDATED ORDER OF THE SECRETARY OF THE PENNSYLVANIA DEPARTMENT OF HEALTH REQUIRING UNIVERSAL FACE COVERINGS

The 2019 novel coronavirus (COVID-19) is a contagious disease that is spreading rapidly from person to person in the world, the United States, and this Commonwealth. COVID-19 can be transmitted from any person who is infected, even if they have no symptoms. Additionally, exposure is possible by touching a surface or object that has the virus on it and then touching one's mouth, nose, or eyes. Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Older adults and people who have serious chronic medical conditions are at a higher risk for serious illness. Illness in children and young adults has become more common as the face of the pandemic continues to change. After a brief respite in the summer months, case counts and the number of hospitalizations have been rising throughout the Commonwealth, surrounding states, and the world. As of November 16, 2020, there have been 269,613 cases and 9,325 deaths in this Commonwealth caused by the still present and ongoing pandemic. The Commonwealth and the nation are seeing the highest number of reported cases since the pandemic was declared in January.

Earlier in the pandemic, I issued an Order directing life-sustaining businesses to institute mitigation measures to protect the safety of employees and customers: *Order of the Secretary of the Pennsylvania Department of Health Directing Public Health Safety Measures for Businesses Permitted to Maintain In-person Operations*, dated April 15, 2020. The Department of Health (Department) has also issued guidance to health care providers in the form of Health Alerts (HANs) regarding isolation and quarantine, intended to allow for the continuation of life-sustaining health care services in the midst of the pandemic. With the measured reopening of the Commonwealth, the *Order of the Governor of the Commonwealth of Pennsylvania Regarding the Closure of All Businesses That Are Not Life Sustaining*, dated March 19, 2020, *as amended*, and my *Order Regarding the Closure of all Businesses That Are Not Life Sustaining*, dated March 19, 2020, *as amended*, have been suspended.

Despite the mitigation efforts that were implemented in the spring and successfully saved lives, the pandemic continues to spread, and taking action to prevent that spread while continuing to allow for necessary resumption of economic and social activity requires the Commonwealth to take steps to ensure that participation in those activities contributes as little danger as possible to the people of the Commonwealth.

COVID-19 is a threat to the public's health, for which the Secretary of Health may order general control measures, including, but not limited to, closure, isolation, and quarantine. This authority is granted to the Secretary of Health pursuant to Pennsylvania law. See section 5 of the Disease Prevention and Control Law, 35 P.S. § 521.5; sections 2102(a) and 2106 of the Administrative Code of 1929, 71 P.S. §§ 532(a), and 536; and the Department of Health's regulations at 28 Pa. Code §§ 27.60-27.68 (relating to disease control measures; isolation;

quarantine; movement of persons subject to isolation or quarantine; and release from isolation and quarantine). Particularly, the Department of Health has the authority to take any disease control measure appropriate to protect the public from the spread of infectious disease. See 35 P.S. § 521.5; 71 P.S. §§ 532(a), and 1403(a); 28 Pa. Code § 27.60.

Under circumstances where social distancing, mask wearing, isolation, and quarantine are the first line of defense against the disease's spread, and where large and small gatherings are spreading disease¹, the experiences of the Commonwealth (and its and the country's health experts), and recommendations of the CDC regarding travel and gatherings with persons not habitually together lead me to issue this new Order with new disease control measures regarding universal face coverings. Given the method by which the virus spreads, universal face coverings, even when not clinical-level masks, have been an effective mitigation strategy to prevent and control the spread of disease. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#recent-studies>. Experience demonstrates that when used in public settings, face coverings reduce the spread of COVID-19 in the Commonwealth. This Order is a critical measure to prevent the spread of COVID-19 while minimizing the impact on physical and economic well-being.

Accordingly, on this day, November 17, 2020, in order to prevent and control the spread of disease, I hereby order:

Section 1: Definitions

"Alternative to a face covering" may include a plastic face shield that covers the nose and mouth, extends below the chin and to the ears, and leaves no exposed gap between the forehead and the shield's headpiece. The [Centers for Disease Control and Prevention \(CDC\)](#) has advised there is currently not enough evidence to determine how much protection a face shield provides to individuals around the person wearing the face shield, because of gaps where

¹ Christie Aschwanden, "How 'Superspreading' Events Drive Most COVID-19 Spread," *Scientific American*, <https://www.scientificamerican.com/article/how-superspreading-events-drive-most-covid-19-spread1/> (June 23, 2020); Carl Zimmer, "One Meeting in Boston Seeded Tens of Thousands of Infections, Study Finds," *New York Times*, <https://www.nytimes.com/2020/08/26/health/covid-19-superspreaders-boston.html> (Aug. 26, 2020); Jacqueline Howard, et al., "Covid-19 superspreading event in Boston may have led to 20,000 cases, researcher says," *CNN*, <https://www.cnn.com/2020/08/25/health/covid-19-superspreading-boston-study/index.html> (Aug. 25, 2020); Travis Anderson, "7 coronavirus-related deaths now connected to Maine wedding," *The Boston Globe*, <https://www.bostonglobe.com/2020/09/15/nation/coronavirus-death-toll-linked-maine-wedding-grows-five/>; Lea Hamner, et al., "High SARS-CoV-2 Attack Rate Following Exposure at a Choir Practice—Skagit County, Washington, March 2020," *CDC*, <https://www.cdc.gov/mmwr/volumes/69/wr/mm6919e6.htm> (May 15, 2020); *Washington Post*, https://www.washingtonpost.com/politics/a-funeral-sparked-a-covid-19-outbreak-and-led-to-many-more-funerals/2020/04/03/546fa0cc-74e6-11ea-87da-77a8136c1a6d_story.html (April 4, 2020); Laxminarayan, et al., "Epidemiology and transmission dynamics of COVID-19 in two Indian states," *Science*, <https://science.sciencemag.org/content/early/2020/09/29/science.abd7672> (September 30, 2020).