

FBG Church

COVID-19 EXPOSURE CONTACT PROTOCOL FOR SERVICE AND IN-OFFICE ENVIRONMENTS

The following information is intended to provide guidance about reporting and responding to COVID-19 exposure and applies to the church and our staff.

EXPOSURE CONTACT

Defined as 15 minutes or more in contact with an infected person within a 6ft radius (with or without mask).

Example 1: Greeter holding door and connection center interactions are considered transient connections and are not of 15-minute duration, therefore not considered "Exposure" that needs reporting protocol.

Example 2: Prayer team meeting before service lasting over 15 minutes regardless of presence of face mask, considered exposure and should follow reporting protocol.

PRESUMPTIVE EXPOSURE

If someone has exhibited potential COVID symptoms:

- From the moment we are made aware of potential COVID-like symptoms from staff or attender, appropriate communication methods will take place.
 - If test results = positive, the individual will self-isolate for 14 days prior to serving/returning to office and will need a letter from the Health District or their PCP stating it's ok for them to return to work.
 - If test results = negative, the individual will be asked to provide a copy of the negative test result prior to returning to a service or in-office environment.

If someone has exhibited potential COVID symptoms and has taken the additional step of being tested.

- If that person has been tested for COVID-19 and is awaiting results, the person will be asked to stay home until they receive their results.
- If an attendee discloses that they have been tested but does not have the results, they should not be attending church at all but be isolating at home until results come back.

If someone has had *exposure contact* they are to quarantine for 14 days according to the CDC.

- If an establishment has asked the *exposed contact* individual to quarantine for 14 days then they are to stay home and not attend church activities as well.
 - Example: If a school has asked an individual (or group) to quarantine then they are to remain at home and not attend church activities.

CONFIRMED INFECTION

In the event of a positive COVID test result, the individual will be asked to self-isolate in their home for 10 days prior to serving/returning to office.

ISOLATION AND QUARANTINE

- Isolation is when a person is ill, so if a person tests positive for COVID or has symptoms that could possibly be due to COVID that is self-isolation.
- Quarantine is for people who are exposed but may not have the disease or any symptoms.

HEALTH DEPARTMENT CLEARANCE

In addition to an in-home isolation period of 14 days, the individual must obtain a letter from the Health Department that they have been cleared of any further transmission prior to serving/returning to office

REPORTING

- Exposed Contact or Confirmed Infection individuals should report exposure or symptoms to their staff team lead for their area.
- The Staff Team lead will contact potentially exposed individuals with known information about the situation.
- A staff member will communicate any needed next steps, including determining who, what, and when to contact individuals within the exposure area and timeframe.

FBG Church

REPORTING PERIOD

- From the time a person who has been confirmed with COVID first exhibited symptoms, count back 48 hours.
 - Example 1: Volunteer serves Sunday, sick on Monday. Church needs to contact all who were in the exposure zone indicating that an anonymous person in their group has been confirmed with COVID and encourage people to closely monitor their health signs for the next 14 days.
 - Example 2: Volunteer serves Sunday, sick on Wednesday. Church has no responsibility to contact anyone from the exposure zone from Sunday.
- Anyone who has been exposed in that time frame according to the exposure definition above should be contacted and encouraged to self-quarantine 14 days.
- If an attendee tests positive contact tracing will occur within the parameters of which we are capable.

CONTAINED INFORMATION

- The goal is to contact **ONLY** those persons who need to be contacted and contain information within that group only.
- When reporting to a group that an individual from their team has been confirmed with COVID, do not use the person's name.
- If notification of a confirmed case is sent via email, include the group of emails via bcc so as not to implicate the infected team member through the process of elimination.
- Do not send a prayer request mentioning that person by name.

SERVICES

Masks are required to be worn at all events.

Masks are encouraged and elective when sitting in the auditorium in a seat worshipping and attending service. The same applies to Small Groups where social distancing is in place.

For all service-related gatherings (i.e. volunteer huddles, service preparation meetings):

- The gathering time should not exceed 15 minutes
- Participants should maintain a distance of 6 feet between themselves.
- The gathering space needs to anticipate the size of the group to accommodate for distancing between participants.
- Masks are required

OFFICES

In addition to the above guidelines, the following information applies to an in-office environment.

- Masks are optional in the office if you are alone and not with other people. Masks are encouraged when in proximity to others.
- Staff is encouraged to social distance during staff chapels and staff meeting.
- All in-person meetings should be held in a room large enough to accommodate distancing for the size of the participant group.