

## "What if" Scenarios: Confirmed cases of Covid 19 in a church ministry

### 1. Who would be responsible for notifying the Health Department and securing the Health Acknowledgement Forms needed for their contact tracing?

- Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them. Responsible Party: SUMC Director of Operations
- All Health Acknowledgement Forms should be turned over to the SUMC Director of Operations for contact tracing.
- In accordance with state and local laws and regulations, the SUMC Director of Operations should notify local health officials, staff, and potentially exposed stakeholders of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Contact information for Loudoun and Fairfax County Health Departments
  - **Loudoun County Health Department**  
(703) 777-0234 (main telephone number)  
(703) 737-8300 (telephone number for *all* COVID-19 calls)
  - **Fairfax County Health Department**  
(703) 246-2411 (main telephone number)  
(703) 267-3511 (telephone number for *all* COVID-19 calls)

### 2. How would we notify people who might have been exposed?

- Require staff and attendees to self-report to the Director of Operations if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 and other applicable privacy and confidentiality laws and regulations.
- In order to maintain confidentiality, only the Pastor of the Church, the Director of Operations and the local Health Department will be notified of the identity of the individual.
- The attendee will be recommended to seek medical attention from their primary care physician in accordance with the CDC recommendations for COVID-19 Contact tracing.
- Phone Calls would be made to advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, to check in with their primary care physician and follow CDC guidance if symptoms develop. This is will be the form response **for the phone calls to those attendees with direct contact:**
  - "Good afternoon, An attendee at the recent Sterling UMC Event \_\_\_\_\_\*insert event here\* \_\_\_\_\_ (has tested positive with Covid-19, has had contact with someone who has now tested positive with Covid-19, or has developed 2 or more symptoms of Covid-19). You have been identified as someone who had close contact with this individual and we recommend that you self-quarantine at this

time and contact your Primary Care Physician for medical advice and next steps. You will be contacted by the Health Department for contact tracing purposes. Please follow all CDC guidelines at this time and keep us informed as to your health status.”

- **A form response email will be sent to all those in attendance of the event where the outbreak occurred after the direct contact phone calls have been made.** This form response email will be as follows:
  - “Good afternoon, An attendee at the recent Sterling UMC Event \_\_\_\_\*insert event here\*\_\_\_\_\_ (has tested positive with Covid-19, has had contact with someone who has now tested positive with Covid-19, or has developed 2 or more symptoms of Covid-19). We encourage you to take precautionary measures and continue to monitor your health status. Please contact your Primary Care Physician or medical provider to determine your next steps. Please inform the church if symptoms develop or you receive a diagnosis. Blessings, The Sterling UMC Healthy Church Team”
- Communicate to staff members and volunteers from the event that they should not return to the church until they have met CDC’s criteria to discontinue home isolation.

### 3. How would things be cleaned?

- **Close off areas** used by the person who is sick until proper cleaning procedures have been followed (at least 48 hours).
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect.
- **Cleaning and disinfecting indoor areas:** After the 24-hour waiting period, clean and disinfect all areas used by the person who is sick, such as: offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
  - Vacuum the space as needed.
    - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Wear disposable gloves to clean and disinfect.
  - For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile’s label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on soft and porous materials, like carpet. Follow the disinfectant manufacturer’s safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
  - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
  - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.

- **Cleaning and disinfecting outdoor areas:** Outdoor areas, such as the playground, outdoor worship area, etc. will require **normal routine cleaning**, but **will not require disinfection**.
  - Do not spray disinfectant products (Clorox, bleach, etc.) on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

#### **4. What would be shut down and for how long?**

- The area(s) used by the identified participant should be shut down for at least 48 hours (24 hour holding period plus at least a 24-hour cleaning period).
- Once the area(s) has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If it has been more than 7 days since the person who is sick has visited or used the facility, additional cleaning and disinfection is not necessary.

#### **5. What will you do if someone has symptoms but no diagnosis yet (as is most common with testing slow-downs these days)?**

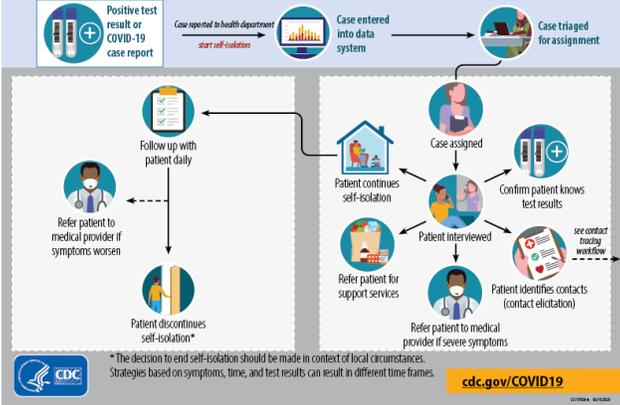
- In the presence of symptoms, assume the individual is positive until proven otherwise and follow all details above. The individual would self-quarantine until a diagnosis has taken place and able to return following a negative test.

#### **6. Afterwards, what steps would be taken to review how the HCT plan had worked? Are any changes in any plans needed to prevent future issues post-Covid diagnosis?**

- All Leaders and Responsible Parties would meet to review the procedures. If there are any procedures that need to be amended, those changes would be made at that time. The Healthy Church Team would review all the changes and complete the final report.

# CASE INVESTIGATION WORKFLOW (COVID-19)

<https://www.cdc.gov/media/releases/2020/s110320-covid-19-workflow.html>



\* The decision to end self-isolation should be made in context of local circumstances. Strategies based on symptoms, time, and test results can result in different time frames.

[cdc.gov/COVID19](https://cdc.gov/COVID19)

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