

SNE CHURCH REOPENING

WHAT TO DO IF A CONGREGANT TESTS POSITIVE FOR COVID19

Below are important steps that we encourage churches to take when it learns that a congregant has tested positive for COVID-19.

1. RESPOND
2. COMMUNICATE
3. REPORT

RESPOND

1. Establish a **COVID Reporting Policy and Procedure for volunteers** and encourage volunteers to read and sign it
2. Encourage volunteers and/or congregants to **get tested for COVID19** should they be exhibiting symptoms before returning to church
3. If a confirmed COVID19 case is reported from a volunteer and/or congregant, **encourage all church staff to get tested**. See *What To Do If a Staff Member Tests Positive For COVID-19 doc*
4. **Contact Trace:** Encourage the volunteer/congregant to create a list of anyone whom they were in contact with from the church and encourage the infected person to reach out to those individuals
5. **Consider closing the church office and hiring a company to clean/sanitize the facility**
6. **Consider hosting service virtually** for a week or two

COMMUNICATE

1. **Notify church staff** of pertinent information regarding the infected person(s)
2. **Notify congregation** that there has been a positive COVID case of a congregant via email/social media and website
3. **Clearly define what is being done as a church to address the issue**
4. **Reinstate church COVID protocols for gathering**

REPORT

1. Consider your town ordinances for reporting isolated cases and/or clusters
2. Report clusters to the SNE Network Superintendent
3. Report clusters to your local public health officials

MEDIA GUIDELINES

Should your church experience a COVID cluster, you may be contacted by the media for a statement. The below guidelines will help you prepare for such an event.

1. Establish one "point person" who will speak on behalf of the church. This should be the only person to speak to the media regarding the incident

2. Form your response off of a key messaging document that phrases your responses in an effective way and highlights what you want the media outlet to know
3. Consider running your statement by the Network office first for input and further guidance