SNE CHURCH REOPENING
WHAT TO DO IF A <u>STAFF MEMBER</u> TESTS POSITIVE FOR COVID19

Below are important steps that we encourage churches to consider taking when it learns that a staff person has tested positive for COVID-19.
1. RESPOND
2. COMMUNICATE
3. REPORT

RESPOND
It is essential that the potential/infected staff member feels supported. Please find the below suggestions on how to respond when you are notified that a staff member is:

A. Experiencing COVID like symptoms or B. Has received a positive COVID test result

1. **Establish a COVID-19 reporting policy and procedure for your church staff** and have them sign that they agree to uphold your policy. *View an example of our SNEMN COVID-19 Reporting Policy and Procedure here.*
2. **Identify what type of COVID test you feel is adequate to return to work** and consider **covering the expense** for the test should the staff member not have health insurance The 3 types of COVID tests are: Molecular Test (aka RNA or PCR), Antigen Test (aka rapid test), and antibody test (aka blood test).
3. **If the staff member is experiencing 2 or more COVID like symptoms**, encourage the staff member to schedule a COVID test and work from home until they receive their negative test result. All meetings/business should be rescheduled or moved to a remote option.

   Or, **if the staff member has tested positive for COVID19,** the staff member should quarantine at home for 14 days and obtain a negative COVID test result before returning to work.

4. **Contact trace**: Determine whether other employees may have been exposed to the potentially/infected staff member. This includes anyone whom were within 6 feet distance or unprotected direct contact with the infected individual.

COMMUNICATE
Communication is key to ensure your staff feel supported and safe to continue their work. Below are some recommendations on how to communicate to your staff when a team member is either exhibiting symptoms/tests positive for COVID.

1. **Notify staff:** It is critical to communicate to your staff (in writing) when a team member reports exhibiting COVID like symptoms or testing positive for COVID. Your message might look or sound something like this:

   "It has come to our attention that a staff member is experiencing COVID like symptoms. This staff member will be scheduling a COVID test within the next 24 hours. As a precautionary measure, we will be closing the office today for a deep cleaning. Please work from home until otherwise noted. We will communicate with you the results of the test as soon as we have them. Thank you."

   "We've determined that on [DATE] you had prolonged close contact with a staff member/individual who has tested positive for COVID-19. Under CDC and state guidance, we recommend that you get tested immediately. Please work from home until the results of your test are administered. Should your results be negative, you may then return to work. Should your results be positive, we ask that you quarantine at home for 14 days and until you can provide a negative test result."

REPORT

If you are experiencing a **COVID cluster** amongst your staff, volunteer leadership and/or congregation, we encourage you to report it to the SNE Ministry Network office and work with your state public health officials.

1. **Report positive COVID19 cases of any credential holder to Network Superintendent**
2. **Notify your public health officials.** Your state and local health authorities may have requirements for reporting for infections occurring in places of worship. Check your state government website or contact your state hotline for further information.
3. **Alert Network Superintendent immediately of COVID clusters at your church**
4. **Alert church members as needed**